

Script Name	School Group
Description	The purpose of this script is to test the system's ability to process School Group Submissions
Created By	Ben Lopez
Tested By	
Date Tested	
Prerequisites	
Use Cases Covered	UC 9 Appendix

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <https://dev.ezaudit.ed.gov:8571/EZ3WebApp/login.jsp>	System presents the login page				
3	Proprietary Consolidated/Consolidated School Group Submission					
3	Enter username <consolidatedschool> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG30, SG37			
5	Select the "Create Annual Submission" Link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <consolidatedschool> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited - Begin Date - End Date - Reason if less than 1 year.	SG08, SG35, SG41			
		3. Review Auditor Information - Records indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No). - Enter Auditors TIN 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Enter 90/10 Revenue Attestation Percentage - Locator School - Member School 1 8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition (non-prorate), Late Refunds 10. Enter Financial Statement Data - Links to Balance Sheet, Income Statement, Cash Flow Statement The following buttons are available to the user: Cancel, Save and Save & Proceed	SG04, SG05			
6	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
7	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input				
8	Select <YES> for "Are your Financial Statements in compliance with GAAP?"	Field accepts input				
9	Select <YES> for "Are your Financial Statements in compliance with Government Auditing Standards?"	Field accepts input				
10	Select opinion type <ADVERSE>	Field accepts input				
11	Enter <90> for the "90/10 Revenue Attestation Percentage" for OPEID <consolidatedschool>	Field accepts input				
12	Enter <90> for the "90/10 Revenue Attestation Percentage" for OPEID <consolidatedmemberschool>	Field accepts input				
13	Select <NO> for "Do you have the following disclosure in financial statement: Going Concern?"	Field accepts input				
14	Select <NO> for "Do you have the following disclosure in financial statement: Contingent Liabilities?"	Field accepts input				
15	Select <NO> for "Do you have the following disclosure in financial statement: Debt Agreement Violation?"	Field accepts input				
16	Select <NO> for "Do you have the following disclosure in financial statement: ED Compliance Issue?"	Field accepts input				
17	Select <NO> for "Do you have the following disclosure in financial statement: Revenue Recognition (prorata)?"	Field accepts input				
18	Select <NO> for "Do you have the following disclosure in financial statement: Late Refunds?"	Field accepts input				
19	Select "Save and Proceed" button	System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties Secured, Accounts Receivable - Related Parties Unsecured, Contribution Receivable, Pledged Receivable, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable, Prepaid Expenses, Inventories, Note Receivable - Related Parties Secured, Note Receivable Related Parties Unsecured, Note Receivable - Other, Investments, Deferred Advertising, Deferred Income Tax, Other Current Assets, Total Current Assets, Property, Plant, and Equipment including capitalized lease assets at historical costs, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets at historical costs, Intangible Assets, Goodwill, Investments, Note Receivable (Related Parties - Secured, Unsecured; Other), Deferred Income Tax, Other Assets, Total Current Assets*				
		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities, Total Current Liabilities*, Long-Term Debt, Deferred Taxes, Capital Lease Obligations, Deferred Compensation, Annuities Payable, Post-Employment & Post-Retirement Benefits, Other Liabilities, Total Liabilities*, Contributed Capital, Retained Earnings, Common Stock, Preferred Stock, Paid in Capital Excess of Par, Unrealized Gain, Comprehensive Income, Treasury Stock, Total Owner's Equity, Total Liabilities and Owner's Equity* Fields marked with an * above are calculated fields. Buttons available to the user are: Cancel, Calculate and Save & Proceed.				
20	Enter Cash and Cash Equivalents <9431>	Field accepts input				
21	Enter Accounts Receivable - Student <14265>	Field accepts input				
22	Enter Accounts Receivable - Employees <0>	Field accepts input				
23	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input				
24	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input				
25	Enter Accounts Receivable - Other <0>	Field accepts input				
26	Enter Allowance for Doubtful Accounts <0>	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
	Enter Prepaid Expenses <0>	Field accepts input				
27						
28	Enter Inventories <350>	Field accepts input				
29	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input				
30	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input				
31	Enter Note Receivable - Other <0>	Field accepts input				
32	Enter Investments (current) <0>	Field accepts input				
33	Enter Deferred Advertising <0>	Field accepts input				
34	Enter Deferred Income Tax - Current <0>	Field accepts input				
35	Enter Other Current Assets <0>	Field accepts input				
36	Enter Property and Equipment, including capitalized lease assets <14926>	Field accepts input				
37	Enter Accumulated Depreciation <17757>	Field accepts input				
38	Enter Intangible Assets (excluding Goodwill), net of amortization <0>	Field accepts input				
39	Enter Goodwill, net <0>	Field accepts input				
40	Enter Investments <0>	Field accepts input				
41	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input				
42	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input				
43	Enter Note Receivable - Other <0>	Field accepts input				
44	Enter Deferred Income Tax - Non-Current <0>	Field accepts input				
45	Enter Other Assets <0>	Field accepts input				
46	Enter Accounts Payable <0>	Field accepts input				
47	Enter Refunds Payable <0>	Field accepts input				
48	Enter Student Deposits & Advances <0>	Field accepts input				
49	Enter Accrued Expenses <1778>	Field accepts input				
50	Enter Current Portion of Long Term Debt <0>	Field accepts input				
51	Enter Deferred Tuition <2194>	Field accepts input				
52	Enter Deferred Taxes - Current <0>	Field accepts input				
53	Enter Line of Credit <0>	Field accepts input				
54	Enter Current Portion of Capital Lease Obligations <0>	Field accepts input				
55	Enter Other Current Liabilities <0>	Field accepts input				
56	Enter Long-Term Debt, net of current portion <0>	Field accepts input				
57	Enter Deferred taxes - Non-Current <0>	Field accepts input				
58	Enter Capital Lease Obligations <0>	Field accepts input				
59	Enter Deferred Compensation <0>	Field accepts input				
60	Enter Annuities Payable <0>	Field accepts input				
61	Enter Post Employment & Retirement Benefits <0>	Field accepts input				
62	Enter Other Liabilities <0>	Field accepts input				
63	Enter Contributed Capital <132382>	Field accepts input				
64	Enter Retained Earnings <0>	Field accepts input				
65	Enter Common Stock <0>	Field accepts input				
66	Enter Preferred Stock <0>	Field accepts input				
67	Enter Paid in Capital Excess of Par <0>	Field accepts input				
68	Enter Unrealized Gain (Loss) on Marketable Securities <0>	Field accepts input				
69	Enter Comprehensive Income (Loss) <0>	Field accepts input				
70	Enter Treasury Stock <0>	Field accepts input				
	Select "Calculate" button	System refreshes "Balance Sheet" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046) Net Property & Equipment including capitalized lease assets (\$131,508) Total Assets (\$155,554) Total Current Liabilities (\$23,172) Total Liabilities (\$23,172) Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.				
71						
	Select "Save & Proceed" button	System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuition & Fees, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Rent Expense, Insurance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses*, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, Beginning of Year, Gain (Loss) from Correction of Error, Retained Earnings, End of Year* Fields marked with an * above are calculated fields. Buttons displayed are: Cancel, Calculate and Save & Proceed.				
72						
73	Enter Revenue <0>	Field accepts input				
74	Enter Tuition & Fees <117843>	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
75	Enter Other <0>	Field accepts input				
76	Enter Non-Operating Income <0>	Field accepts input				
77	Enter Gains on Sale of Investments, net of losses <0>	Field accepts input				
78	Enter Interest Income <0>	Field accepts input				
79	Enter Other <0>	Field accepts input				
80	Enter Cost of Goods Sold <8442>	Field accepts input				
81	Enter Salaries Expense <51229>	Field accepts input				
82	Enter Rent Expense <1488>	Field accepts input				
83	Enter Insurance Expense <1530>	Field accepts input				
84	Enter Administrative Expenses <0>	Field accepts input				
85	Enter Depreciation & Amortization Expense <8451>	Field accepts input				
86	Enter Interest Expense <0>	Field accepts input				
87	Enter Bad Debt Expense <0>	Field accepts input				
88	Enter Marketing <0>	Field accepts input				
89	Enter Recruiting <0>	Field accepts input				
90	Enter Other Expenses <29284>	Field accepts input				
91	Enter Provision for Income Taxes <0>	Field accepts input				
92	Enter Extraordinary Gain (Loss), net of taxes <0>	Field accepts input				
93	Enter Gain (Loss) from Discontinued Operations, net of taxes <0>	Field accepts input				
94	Enter Gain (Loss) from Change in Accounting Principle, net of taxes <0>	Field accepts input				
95	Enter Retained Earnings, beginning of year <104991>	Field accepts input				
96	Enter Gain (Loss) from Correction of an Error, net of tax <0>	Field accepts input				
97	Enter Distribution to Shareholders <1>	Field accepts input				
98	Select "Calculate" button	System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Income (\$117,843) Total Expenses (\$100,424) Net Income Before Taxes (\$17,419) Net Income After Taxes (\$17,419) Net Income (\$17,419) Retained Earnings - End of Year (\$122,409) Buttons displayed are: Calculate, Cancel and Save & Proceed.				
99	Select "Save & Proceed" button	System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachments), and Submit links) and a content area that contains the following fields: Net Cash Provided by (Used in) Operating Activities, Net Cash Provided by (Used in) Investing Activities, Net Cash Provided by (Used in) Financing Activities, Net Increase (Decrease) in Cash and Cash Equivalents*, Cash and Cash Equivalents at Beginning of Year, Cash and Cash Equivalents at End of Year*. Fields marked with an * above are calculated fields. Buttons available are: Cancel, Calculate and Save & Proceed.				
100	Enter Net Cash Provided by (Used in) Operating Activities <11690>	Field accepts input				
101	Enter Net Cash Provided by (Used in) Investing Activities <17571>	Field accepts input				
102	Enter Net Cash Provided by (Used in) Financing Activities <9972>	Field accepts input				
103	Enter Cash and Cash Equivalents at Beginning of Year <5340>	Field accepts input				
104	Select "Calculate" button	System refreshes "Cash Flows Statement" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091) Cash and Cash Equivalents - End of Year (\$9,431) Buttons displayed are: Calculate, Cancel, and Save & Proceed.				
105	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Proprietary Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <consolidatedschool> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at saenzaudit@ed.gov A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed				

SG10, SG36, SG39, SG40

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		(FSEOG, FFELP, FWS, FPL, Pell, FDUP) (Audited/ Closeout checkboxes) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date - End Date - Reason if Less than 1 Year 4. Review Auditor Information - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No). Enter Auditors TIN 5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds. 6. Does the attached audit indicate...in accordance with: GAGAS, Audit Guide(Yes/No) 7. Opinion Type (drop down list box) 8. Were there audit findings in the previous year's audit (Yes/No) 9. Does Institution utilize a Third-Party Servicer (Yes/No) 10. Does the attached audit indicate...requirements regarding: (Yes/No) Institutional Eligibility & Participation, etc. Buttons displayed are: Cancel, Save and Save & Proceed.				
106	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>	Field accepts input				
107	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				
108	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
109	Select <NO> for "Does audit contain any findings?"	Field accepts input				
110	Select <NO> for "Pell Adjustments"	Field accepts input				
111	Select <NO> for "Student Eligibility"	Field accepts input				
112	Select <NO> for "Disbursements"	Field accepts input				
113	Select <NO> for "Refunds"	Field accepts input				
114	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"	Field accepts input				
115	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide"	Field accepts input				
116	Select opinion type <ADVERSE>	Field accepts input				
117	Select <NO> for "Were there audit findings in the previous year's audit?"	Field accepts input				
118	Select <NO> for "Does Institution utilize a Third-Party Servicer"	Field accepts input				
119	Select <Yes> for all options in item #10 "Does the...regarding:"	Field accepts input				
120	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has the heading "TSA Initial Submission Checklist". Immediately below the heading is the Institution name <consolidatedschool> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains three sections with the following headings:(1) Are the following items included in the attachment of your Consolidated Financial Statements? Text labels displayed are: - Balance Sheet - Income Statement - Change in Equity - Cash Flows Statement - Consolidated Statements - Notes to Financial Statements - 90/10 Revenue Attestation - Report of Compliance with Laws and Regulations - Report on Internal Controls - Report on Financial Statements (Note: This report must include Auditor's signature)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>Select Compliance Audit (dropdown box): <consolidatedlocator> OPEID-<??????></p> <p>Note: For each text label Yes/No/NA radio buttons and a text box are provided.</p> <p>2) Are the following items included in the attachment of your Consolidated Compliance Audit?</p> <ul style="list-style-type: none"> - Servicer Information Sheet - Auditor Information Sheet - Summary Schedule A, B, & C - Corrective Action Plan - Schedule of Findings & Questioned Costs - Statement addressing prior year audit findings - Independent Auditor's Report - Explanation of All Current Year Audit Findings <p>Does the Independent...assertions?</p> <ul style="list-style-type: none"> - Institution Eligibility & Participation - Reporting - Student Eligibility - Disbursements - Refunds/Return of Title IV - GAPs & Cash Management - Perkins Loan - Administrative Capability 				
		<p>3) Contact Information/Additional Notes</p> <p>Please let us know who to contact.....submission.</p> <p>Financial Statement Contact</p> <ul style="list-style-type: none"> -Name -Email <p>Compliance Audit Contact</p> <ul style="list-style-type: none"> -Name -Email <p>Enter any addition information</p> <p>Note: Text boxes are provided for the user to input contact information</p>				
121	Select <YES> for all Checklist items except for "Servicer Information Sheet"	Fields accept input				
122	Select <No> for "Servicer Information Sheet"	Fields accept input				
123	Enter <Mr. Bassman> for both Name items in the Contact Information section	Fields accept input				
124	Enter <fish@hotmail.com> for both Email items in the Contact Information section	Fields accept input				
125	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "FSA Annual Submission File Upload". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <??????>. The Institution name will be illustrated as a link.</p> <p>The page then contains the following text:</p> <p>As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing.</p>				
		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
126	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
127	Select file to upload <Initial.pdf>					
128	Select "Open"	System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
129	Select "All"	Field accepts input				
	Select "Add" button	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
130						

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
131	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "TSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.				
132		If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit." Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. - Submit to ED button is displayed	SG38, SG42, SG45			
133	Select the "Select All" checkbox	The Select All checkbox is checked				
134	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2002 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.				
135	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
136	Select the Login link	The system displays the eZ-Audit Login Page				
137	Proprietary Unconsolidated/Consolidated School Group Locator Submission					
137	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
138	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG37			
139	Select the "Create Annual Submission" Link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaeaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited - Begin Date - End Date - Reason if less than 1 year.	SG09, SG28, SG35, SG41			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		3. Review Auditor Information - Records indicate your Current Auditor Is: <Pricewaterhouse 11111111> - Is this information correct? (Yes/No). - Enter Auditors TIN 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Enter 90/10 Revenue Attestation Percentage - Locator School - Member School 1 - Member School 2 8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition (non-prorata), Late Refunds 10. Enter Financial Statement Data - Links to Balance Sheet, Income Statement, Cash Flow Statement The following buttons are available to the user: Cancel, Save and Save & Proceed SG06, SG07				
140	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG12			
141	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input	SG12			
142	Select <YES> for "Are your Financial Statements in compliance with GAAP?"	Field accepts input	SG12			
143	Select <YES> for "Are your Financial Statements in compliance with Government Auditing Standards?"	Field accepts input	SG12			
144	Select opinion type <ADVERSE>	Field accepts input	SG12			
145	Enter <90> for the "90/10 Revenue Attestation Percentage" for each OPEID	Field accepts input	SG12			
146	Select <NO> for "Do you have the following disclosure in financial statement: Going Concern?"	Field accepts input	SG12			
147	Select <NO> for "Do you have the following disclosure in financial statement: Contingent Liabilities?"	Field accepts input	SG12			
148	Select <NO> for "Do you have the following disclosure in financial statement: Debt Agreement Violation?"	Field accepts input	SG12			
149	Select <NO> for "Do you have the following disclosure in financial statement: ED Compliance Issue?"	Field accepts input	SG12			
150	Select <NO> for "Do you have the following disclosure in financial statement: Revenue Recognition (prorata)?"	Field accepts input	SG12			
151	Select <NO> for "Do you have the following disclosure in financial statement: Late Refunds?"	Field accepts input	SG12			
152	Select "Save and Proceed" button	System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties Secured, Accounts Receivable - Related Parties Unsecured, Contribution Receivable, Pledged Receivable, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Note Receivable - Related Parties Secured, Note Receivable Related Parties Unsecured, Note Receivable - Other, Investments, Deferred Advertising, Deferred Income Tax, Other Current Assets, Total Current Assets, Property, Plant, and Equipment including capitalized lease assets at historical costs, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets at historical costs*, Intangible Assets, Goodwill, Investments, Note Receivable (Related Parties - Secured, Unsecured; Other), Deferred Income Tax, Other Assets, Total Current Assets*	SG12			
153	Enter Cash and Cash Equivalents <9431>	Field accepts input	SG12			
154	Enter Accounts Receivable - Student <14265>	Field accepts input	SG12			
155	Enter Accounts Receivable - Employees <0>	Field accepts input	SG12			
156	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input	SG12			
157	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12			
158	Enter Accounts Receivable - Other <0>	Field accepts input	SG12			
159	Enter Allowance for Doubtful Accounts <0>	Field accepts input	SG12			
160	Enter Prepaid Expenses <0>	Field accepts input	SG12			
161	Enter Inventories <350>	Field accepts input	SG12			
162	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input	SG12			
163	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12			
164	Enter Note Receivable - Other <0>	Field accepts input	SG12			
165	Enter Investments (current) <0>	Field accepts input	SG12			
166	Enter Deferred Advertising <0>	Field accepts input	SG12			
167	Enter Deferred Income Tax - Current <0>	Field accepts input	SG12			
168	Enter Other Current Assets <0>	Field accepts input	SG12			
169	Enter Property and Equipment, including capitalized lease assets <149265>	Field accepts input	SG12			
170	Enter Accumulated Depreciation <17757>	Field accepts input	SG12			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
171	Enter Intangible Assets (excluding Goodwill), net of amortization <0>	Field accepts input	SG12			
172	Enter Goodwill, net <0>	Field accepts input	SG12			
173	Enter Investments <0>	Field accepts input	SG12			
174	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input	SG12			
175	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12			
176	Enter Note Receivable - Other <0>	Field accepts input	SG12			
177	Enter Deferred Income Tax - Non-Current <0>	Field accepts input	SG12			
178	Enter Other Assets <0>	Field accepts input	SG12			
179	Enter Accounts Payable <0>	Field accepts input	SG12			
180	Enter Refunds Payable <0>	Field accepts input	SG12			
181	Enter Student Deposits & Advances <0>	Field accepts input	SG12			
182	Enter Accrued Expenses <1778>	Field accepts input	SG12			
183	Enter Current Portion of Long Term Debt <0>	Field accepts input	SG12			
184	Enter Deferred Tuition <21394>	Field accepts input	SG12			
185	Enter Deferred Taxes - Current <0>	Field accepts input	SG12			
187	Enter Line of Credit <0>	Field accepts input	SG12			
188	Enter Current Portion of Capital Lease Obligations <0>	Field accepts input	SG12			
189	Enter Other Current Liabilities <0>	Field accepts input	SG12			
190	Enter Long-Term Debt, net of current portion <0>	Field accepts input	SG12			
191	Enter Deferred taxes - Non-Current <0>	Field accepts input	SG12			
192	Enter Capital Lease Obligations <0>	Field accepts input	SG12			
193	Enter Deferred Compensation <0>	Field accepts input	SG12			
194	Enter Annuities Payable <0>	Field accepts input	SG12			
195	Enter Post Employment & Retirement Benefits <0>	Field accepts input	SG12			
196	Enter Other Liabilities <0>	Field accepts input	SG12			
198	Enter Contributed Capital <132382>	Field accepts input	SG12			
199	Enter Retained Earnings <0>	Field accepts input	SG12			
200	Enter Common Stock <0>	Field accepts input	SG12			
201	Enter Preferred Stock <0>	Field accepts input	SG12			
202	Enter Paid in Capital Excess of Par <0>	Field accepts input	SG12			
	Enter Unrealized Gain (Loss) on Marketable Securities <0>	Field accepts input				
203			SG12			
204	Enter Comprehensive Income (Loss) <0>	Field accepts input	SG12			
205	Enter Treasury Stock <0>	Field accepts input	SG12			
206	Select "Calculate" button	System refreshes "Balance Sheet" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046) Net Property & Equipment including capitalized lease assets (\$131,508) Total Assets (\$155,554) Total Current Liabilities (\$23,172) Total Liabilities (\$23,172) Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.	SG12			
207	Select "Save & Proceed" button	System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuition & Fees, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Rent Expense, Insurance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, Beginning of Year, Gain (Loss) from Correction of Error, Retained Earnings, End of Year* Fields marked with an * above are calculated fields. Buttons displayed are: Cancel, Calculate and Save & Proceed.	SG12			
208	Enter Revenue <0>	Field accepts input	SG12			
209	Enter Tuition & Fees <117843>	Field accepts input	SG12			
210	Enter Other <0>	Field accepts input	SG12			
211	Enter Non-Operating Income <0>	Field accepts input	SG12			
212	Enter Gains on Sale of Investments, net of losses <0>	Field accepts input	SG12			
213	Enter Interest Income <0>	Field accepts input	SG12			
214	Enter Other <0>	Field accepts input	SG12			
215	Enter Cost of Goods Sold <8442>	Field accepts input	SG12			
216	Enter Salaries Expense <51229>	Field accepts input	SG12			
217	Enter Rent Expense <1488>	Field accepts input	SG12			
218	Enter Insurance Expense <1530>	Field accepts input	SG12			
219	Enter Administrative Expenses <0>	Field accepts input	SG12			
220	Enter Depreciation & Amortization Expense <8451>	Field accepts input	SG12			
221	Enter Interest Expense <0>	Field accepts input	SG12			
222	Enter Bad Debt Expense <0>	Field accepts input	SG12			
223	Enter Marketing <0>	Field accepts input	SG12			
224	Enter Recruiting <0>	Field accepts input	SG12			
225	Enter Other Expenses <29284>	Field accepts input	SG12			
226	Enter Provision for Income Taxes <0>	Field accepts input	SG12			
227	Enter Extraordinary Gain (Loss), net of taxes <0>	Field accepts input	SG12			
228	Enter Gain (Loss) from Discontinued Operations, net of taxes <0>	Field accepts input	SG12			
229	Enter Gain (Loss) from Change in Accounting Principle, net of taxes <0>	Field accepts input	SG12			
230	Enter Retained Earnings, beginning of year <104991>	Field accepts input	SG12			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
231	Enter Gain (Loss) from Correction of an Error, net of tax <0>	Field accepts input	SG12			
232	Enter Distribution to Shareholders <1>	Field accepts input	SG12			
233	Select "Calculate" button	System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Income (\$117,843) Total Expenses (\$100,424) Net Income Before Taxes (\$17,419) Net Income After Taxes (\$17,419) Net Income (\$17,419) Retained Earnings - End of Year (\$122,409) Buttons displayed are: Calculate, Cancel and Save & Proceed.	SG12			
234	Select "Save & Proceed" button	System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachments), and Submit links) and a content area that contains the following fields: Net Cash Provided by (Used in) Operating Activities, Net Cash Provided by (Used in) Investing Activities, Net Cash Provided by (Used in) Financing Activities, Net Increase (Decrease) in Cash and Cash Equivalents*, Cash and Cash Equivalents at Beginning of Year, Cash and Cash Equivalents at End of Year*. Fields marked with an * above are calculated fields. Buttons available are: Cancel, Calculate and Save & Proceed.	SG12			
235	Enter Net Cash Provided by (Used in) Operating Activities <11690>	Field accepts input	SG12			
236	Enter Net Cash Provided by (Used in) Investing Activities <17571>	Field accepts input	SG12			
237	Enter Net Cash Provided by (Used in) Financing Activities <9972>	Field accepts input	SG12			
238	Enter Cash and Cash Equivalents at Beginning of Year <5340>	Field accepts input	SG12			
239	Select "Calculate" button	System refreshes "Cash Flows Statement" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091) Cash and Cash Equivalents - End of Year (\$9,431) Buttons displayed are: Calculate, Cancel, and Save & Proceed.	SG12			
240	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID. The institution name will be illustrated as a link. The page then contains the following questions/fields/messages: "You are currently viewing the Compliance Audit OPEID: ??????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed	SG11, SG36, SG39, SG40			
241	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>	Field accepts input	SG14			
242	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG14			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
243	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG14			
244	Select <NO> for "Does audit contain any findings?"	Field accepts input	SG14			
245	Select <NO> for "Pell Adjustments"	Field accepts input	SG14			
246	Select <NO> for "Student Eligibility"	Field accepts input	SG14			
247	Select <NO> for "Disbursements"	Field accepts input	SG14			
248	Select <NO> for "Refunds"	Field accepts input	SG14			
249	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"	Field accepts input	SG14			
250	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide?"	Field accepts input	SG14			
251	Select opinion type <ADVERSE>	Field accepts input	SG14			
252	Select <NO> for "Were there audit findings in the previous year's audit?"	Field accepts input	SG14			
253	Select <NO> for "Does Institution utilize a Third-Party Servicer"	Field accepts input	SG14			
254	Select <Yes> for all options in item #10 "Does the...regarding:"	Field accepts input	SG14			
255	Select the "Save" button	The system saves the page and redisplay the Compliance Audit Info page				
256	Select the <unconsolidatedmember1> school link from the grid at the top of the page	The system displays the Compliance Audit Info Page, but the page should now say "You are currently viewing the Compliance Audit OPEID: ??????"	SG39			
257	Repeat Steps 241-254		SG16			
258	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has the heading "TSA Initial Submission Checklist". Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains three sections with the following headings:(1) Are the following items included in the attachment of your Consolidated Financial Statements? Text labels displayed: - Balance Sheet - Income Statement - Change in Equity - Cash Flows Statement - Consolidated Statements - Notes to Financial Statements - 90/10 Revenue Attestation - Report of Compliance with Laws and Regulations - Report on Internal Controls - Report on Financial Statements (Note: This report must include Auditor's signature)	SG17			
		Select Compliance Audit (dropdown box): <unconsolidatedlocator> OPEID:<????????> Note: For each text label Yes/No/NA radio buttons and a text box are provided. 2) Are the following items included in the attachment of your Compliance Audit? - Servicer Information Sheet - Auditor Information Sheet - Summary Schedule A, B, & C - Corrective Action Plan - Schedule of Findings & Questioned Costs - Statement addressing prior year audit findings - Independent Auditor's Report - Explanation of All Current Year Audit Findings Does the Independent...assertions? - Institution Eligibility & Participation - Reporting - Student Eligibility - Disbursements - Refunds/Return of Title IV - GAPs & Cash Management - Perkins Loan - Administrative Capability 3) Contact Information/Additional Notes Please let us know who to contact.....submission. Financial Statement Contact -Name -Email Compliance Audit Contact -Name -Email Enter any addition information Note: Text boxes are provided for the user to input contact information	SG19			
			SG19			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
259	Select <YES> for all Checklist items except for "Servicer Information Sheet"	Fields accept input	SG19			
260	Select <No> for "Servicer Information Sheet"	Fields accept input	SG19			
261	Enter <Mr. Bassman> for both Name items in the Contact Information section	Fields accept input	SG19			
262	Enter <fish@hotmail.com> for both Email items in the Contact Information section	Fields accept input	SG19			
263	Select the "Save" button	The system saves the information entered and redisplay the Checklist Page				
264	Select OPEID <????????> from the "Select Compliance Audit" dropdown box	OPEID ?????? Now appears in the dropdown box				
265	Repeat Steps 259-262		SG20			
266	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission File Upload". Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to select OPEID (dropdown box) <????????>				
		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
266	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
267	Select file to upload <Initial.pdf>					
268	Select "Open"	System re-displays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the "Browse" button.				
269	Select "All"	Field accepts input				
270	Select "Add" button	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
271	Select the "Save" button	The system saves the information entered and redisplay the Upload Page. At the bottom of the page, OPEID ?????? Should appear with a grid titled "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed	SG21, SG22			
272	Select OPEID <????????> from the "Select OPEID" dropdown box	OPEID ?????? Now appears in the dropdown box				
273	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
274	Select file to upload <Initial.pdf>					
275	Select "Open"	System re-displays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the "Browse" button.				
276	Select "Compliance Audit"	Field accepts input				
277	Select "Add" button	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.	SG23			
278	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "TSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit."</p> <p>Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.</p> <p>Select the OPEID you are submitting for:</p> <p>- A grid containing all Institutions of the School Group and their OPEIDs appear. There is also a Select All option. - Submit to ED button is displayed</p>	SG38, SG42, SG45			
279	Select the checkboxes next to OPEIDs <unconsolidated locator> and <unconsolidated member1>	The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked				
280	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission. OPEID <?????????> has not yet submitted a Compliance Audit Also, Create Annual Submission link remains on the Institution Page, as all Member Schools in the group have yet to complete all submissions	SG26, SG44			
281	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
282	Select the Login link	The system displays the eZ-Audit Login Page				
	Proprietary Unconsolidated/Consolidated School Group Member Submission					
283	Enter username <unconsolidatedmember> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
284	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG29, SG13			
285	Select the "Create Annual Submission" Link	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <unconsolidatedmember> and OPEID. The institution name will be illustrated as a link. The page then contains the following questions / fields / messages: "You are currently viewing the Compliance Audit OPEID: ????????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed	SG36, SG40			
		(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date - End Date - Reason if Less than 1 Year 4. Review Auditor Information - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No). Enter Auditors TIN 5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds. 6. Does the attached audit indicate...in accordance with: GAGAS, Audit Guide(Yes/No) 7. Opinion Type (drop down list box) 8. Were there audit findings in the previous year's audit (Yes/No) 9. Does Institution utilize a Third-Party Servicer (Yes/No) 10. Does the attached audit indicate...requirements regarding: (Yes/No) Institutional Eligibility & Participation, etc. Buttons displayed are: Cancel, Save and Save & Proceed.				
286	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>	Field accepts input	SG15			
287	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG15			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
288	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG15			
289	Select <NO> for "Does audit contain any findings?"	Field accepts input	SG15			
290	Select <NO> for "Pell Adjustments"	Field accepts input	SG15			
291	Select <NO> for "Student Eligibility"	Field accepts input	SG15			
292	Select <NO> for "Disbursements"	Field accepts input	SG15			
293	Select <NO> for "Refunds"	Field accepts input	SG15			
294	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"	Field accepts input	SG15			
295	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide?"	Field accepts input	SG15			
296	Select opinion type <ADVERSE>	Field accepts input	SG15			
297	Select <NO> for "Were there audit findings in the previous year's audit?"	Field accepts input	SG15			
298	Select <NO> for "Does Institution utilize a Third-Party Servicer"	Field accepts input	SG15			
299	Select <Yes> for all options in item #10 "Does the...regarding:"	Field accepts input	SG15			
300	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has the heading "FSA Initial Submission Checklist". Immediately below the heading is the Institution name <unconsolidatedmember2> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains three sections with the following headings:(1) Are the following items included in the attachment of your Consolidated Financial Statements? Text labels displayed are: - Balance Sheet - Income Statement - Change in Equity - Cash Flows Statement - Consolidated Statements - Notes to Financial Statements - 90/10 Revenue Attestation - Report of Compliance with Laws and Regulations - Report on Internal Controls - Report on Financial Statements (Note: This report must include Auditor's signature)				
		Select Compliance Audit (dropdown box): <unconsolidatedmember2> OPEID:<????????> Note: For each text label Yes/No/NA radio buttons and a text box are provided. 2) Are the following items included in the attachment of your Compliance Audit? - Servicer Information Sheet - Auditor Information Sheet - Summary Schedule A, B, & C - Corrective Action Plan - Schedule of Findings & Questioned Costs - Statement addressing prior year audit findings - Independent Auditor's Report - Explanation of All Current Year Audit Findings Does the Independent...assertions? - Institution Eligibility & Participation - Reporting - Student Eligibility - Disbursements - Refunds/Return of Title IV - GAPs & Cash Management - Perkins Loan - Administrative Capability				
		3) Contact Information/Additional Notes Please let us know who to contact.....submission. Financial Statement Contact -Name -Email Compliance Audit Contact -Name -Email Enter any addition information Note: Text boxes are provided for the user to input contact information				
301	Select <YES> for all Checklist items except for "Servicer Information Sheet"	Fields accept input, EXCEPT FOR FINANCIAL STATEMENT-RELATED QUESTIONS AS UC MEMBERS DO NOT HAVE WRITE-ACCESS TO THEM				
302	Select <No> for "Servicer Information Sheet"	Fields accept input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
303	Enter <Mr. Bassman> for both Name items in the Contact Information section	Fields accept input				
304	Enter <fish@hotmail.com> for both Email items in the Contact Information section	Fields accept input				
305	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission File Upload". Immediately below the heading is the Institution name <unconsolidatedmember2> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing.				
		Select OPEID (dropdown box) <????????>				
		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
306	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
307	Select file to upload <Initial.pdf>					
308	Select "Open"	System re-displays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the "Browse" button.				
309	Select "All"	Field accepts input				
310	Select "Add" button	System displays error message that members cannot upload all or consolidated financial statements				
311	Select "Compliance Audit," de-select "All"	Field accepts input				
312	Select "Add" button	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.	SG24			
313	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "TSA Annual Submission Submit". Immediately below the heading is the Institution name <unconsolidatedmember2> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.				
		If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit." Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. Select the OPEID you are submitting for: - A grid containing all Institutions of the School Group and their OPEIDs appear. There is also a Select All option. - Submit to ED button is displayed	SG46			
314	Select the "Select All" checkbox	The Select All checkbox is checked				
315	Select "Submit to ED" button	System displays an error message that a member school may not submit for all Institutions of a School Group				
316	Select the checkbox next to OPEID <????????>, de-select the "Select All"	The checkbox next to OPEID <????????> is checked				
317	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: You have submitted your portion of the Annual Submission.	SG43			
318	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
319	Select the Login link	The system displays the eZ-Audit Login Page				
	Checking the Locator Home Page					

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
320	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
321	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration There is a new Notification Message that reads: Your Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HHMMSS <time of submission>. Review of your submission has not yet started. There is no longer a link to create an annual submission under the Create Annual Submission left navigation heading	SG25			
322	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
323	Select the Login link	The system displays the eZ-Audit Login Page				
Checking the QC						
324	Enter username <pscreet01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
325	Select the "Login" button	System presents the "QC Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading to different sections on the page below. Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review." The second queue has a heading "Pending QC Approval"				
326	Survey the "Pending QC Review" and verify that there is only one Consolidated Financial Statement for the Consolidated/Unconsolidated School Group	There is only one Consolidated Financial Statement in the Pending QC Review queue listed under <unconsolidated locator>	QC04			
327	Survey the "Pending QC Review" and verify that there is a Compliance Audit for each School in the Consolidated/Unconsolidated School Group	There are three Compliance Audits: one for <unconsolidated locator>, one for <unconsolidated member1>, and one for <unconsolidated member2>	QC05			
328	Select the Annual Financial Statement for <unconsolidated Locator> by selecting the School Name in the "Pending QC Review" queue	System presents the "Financial Statement QC" Page. This page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout The left nav provides links to: - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons) School Name (pre-populated, hyperlink to Institution Home Page) OPEID (pre-populated, read-only) Validate PDF 1. Are all attached PDFs viewable? Yes No If no, which are not viewable? (User may select more than one) List Box with field labels. Add (button)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>Submission Quality</p> <p>1. Were the Financial Statement questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button) Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one) List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one) List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one) List Box with field labels, Add (button) Notes field (text box)</p> <p>Data Entry Analysis Discrepancy</p> <p>1. Balance Sheet/Statement of Position Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button)</p> <p>2. Income Statement/Statement of Activities</p>				
		<p>Complete Score Calculation</p> <p>Link to Score Calculation worksheets (not required for flagged submissions)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) System Flag: Flagged or Non-Flagged (system generated) Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box) Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)</p> <p>Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
329	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				
330	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts value				
331	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
332	Select <Yes> for "Are all required documents attached?"	Field accepts value				
333	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
334	Select <Complete> for "Completeness Status"	Field accepts value				
335	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
336	Select the Annual Financial Statement for <unconsolidated Locator> by selecting the School Name in the "Pending QC Approval" queue	The "Financial QC Page" is presented again.				
337	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>System presents the "Compliance Audit QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No</p> <p>If no, which are not viewable?</p> <p>(User may select more than one)</p> <p>List Box with field labels, Add (button)</p>				
338	Select the Annual Compliance for <unconsolidated Locator> by selecting the School Name in the "Pending QC Review" queue	<p>Submission Quality</p> <p>1. Were the Compliance Audit questions answered correctly? Yes No</p> <p>If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No</p> <p>If no, which questions were invalid? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No</p> <p>If no, which attachments are missing? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No</p> <p>If no, which attachments are not presented properly? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)</p> <p>Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
339	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				
340	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts value				
341	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
342	Select <Yes> for "Are all required documents attached?"	Field accepts value				
343	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
344	Select <Complete> for "Completeness Status"	Field accepts value				
345	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
346	Select the Annual Compliance for <unconsolidated Locator> by selecting the School Name in the "Pending QC Approval" queue	The "Compliance Audit QC Page" is presented again.				
347	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>System presents the "Compliance Audit QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No</p> <p>If no, which are not viewable?</p> <p>(User may select more than one)</p> <p>List Box with field labels, Add (button)</p>				
348	Select the Annual Compliance for <unconsolidated member1> by selecting the School Name in the "Pending QC Review" queue	<p>Submission Quality</p> <p>1. Were the Compliance Audit questions answered correctly? Yes No</p> <p>If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No</p> <p>If no, which questions were invalid? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No</p> <p>If no, which attachments are missing? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No</p> <p>If no, which attachments are not presented properly? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p>				
		<p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)</p> <p>Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
349	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				
350	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts value				
351	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
352	Select <Yes> for "Are all required documents attached?"	Field accepts value				
353	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
354	Select <Complete> for "Completeness Status"	Field accepts value				
355	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
356	Select the Annual Compliance for <unconsolidated member1> by selecting the School Name in the "Pending QC Approval" queue	The "Compliance Audit QC Page" is presented again.				
357	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>System presents the "Compliance Audit QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No</p> <p>If no, which are not viewable?</p> <p>(User may select more than one)</p>				
358	Select the Annual Compliance for <unconsolidated member2> by selecting the School Name in the "Pending QC Review" queue	<p>List Box with field labels, Add (button)</p> <p>Submission Quality</p> <p>1. Were the Compliance Audit questions answered correctly? Yes No</p> <p>If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No</p> <p>If no, which questions were invalid? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No</p> <p>If no, which attachments are missing? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No</p> <p>If no, which attachments are not presented properly? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)</p> <p>Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
	Select the <NO> button for the first question, "Validate PDFs", and select "Audited Compliance Audit" from the Listbox	<p>The <NO> button is selected and "Audit Compliance Audit" is highlighted</p>				
359		<p>The Financial Statements QC page is displayed with the above selections made, with a new heading "Decision/Outcome" and the following questions:</p> <ul style="list-style-type: none"> - eZ-Audit recommended decision (system generated value) - System Flag - Completeness Status (QC User determination) o Complete (button) o Incomplete (button) - Referral to Case (only if Complete and Non-Flagged) - Notes (text-box) 				
360	Scroll to the bottom of the page and select the "Save Button"					
361	Scroll to the bottom of the page, select the "Incomplete" option from "Decision/Outcome", and select the "Submit" button	<p>The system displays the "Incomplete Submission Letter" preview page. Under the Financial Statements heading, a bulletpoint will appear stating "Audited Financial Statements not viewable"</p>				
362	Select the "Accept" button from the bottom of the page	<p>The system returns the user to the "QC Home Page"</p>				
363	Select the Annual Compliance for <unconsolidated member2> by selecting the School Name in the "Pending QC Approval" queue	<p>The "Compliance Audit QC Page" is presented again.</p>				
364	Select the "Submit" button from the bottom of the page	<p>The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)</p>				
365	Select the Logout link from the top navigation bar	<p>The system displays the Logout page with a hyperlink to the Login Page</p>				
366	Select the Login link	<p>The system displays the eZ-Audit Login Page</p>				
	Checking a Resubmit link for UC Locator					

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
367	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
368	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration There is a new Notification Message that reads: Your Fiscal Year End 06/30/2002 annual submission was marked Incomplete MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. There is now a link to resubmit the annual submission under the Create Annual Submission left navigation heading	SG01			
369	Select the "Resubmit Annual Submission" link on the left navigation bar	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited - Begin Date - End Date - Reason if less than 1 year.				
370	Select the "Submit" link from the left navigation bar	3. Review Auditor Information - Records indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No). - Enter Auditors TIN 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Enter 90/10 Revenue Attestation Percentage - Locator School - Member School 1 8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition (non-prorate), Late Refunds 10. Enter Financial Statement Data - Links to Balance Sheet, Income Statement, Cash Flow Statement The following buttons are available to the user: Cancel, Save and Save & Proceed				
371	Select the checkboxes next to OPEIDs <unconsolidated locator> and <unconsolidated member1>	The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked				
372	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission. OPEID <????????> has not yet submitted a Compliance Audit Also, Resubmit Annual Submission link remains on the Institution Page, as all Member Schools in the group have yet to complete all submissions				
373	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
374	Select the Login link	The system displays the eZ-Audit Login Page				
	Checking a Resubmit link for UC Member					
375	Enter username <unconsolidatedmember2> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
376	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration There is a new Notification Message that reads: Your Portion of Fiscal Year End 06/30/2002 annual submission was marked Incomplete MM/DD/YYYY <today's date> at HHMMSS <time of submission>. There is now a link to resubmit the annual submission under the Create Annual Submission left navigation heading	SG01			
377	Select the "Resubmit Annual Submission" link on the left navigation bar	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "TSA Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <unconsolidatedmember> and OPEID. The institution name will be illustrated as a link. The page then contains the following questions/ fields/ messages: "You are currently viewing the Compliance Audit OPEID: ??????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed				
		(FSEOG, FFELP, FWS, FPL, Pell, FDLF) (Audited/ Closeout checkboxes) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date - End Date - Reason if Less than 1 Year 4. Review Auditor Information - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No). Enter Auditors TIN 5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds. 6. Does the attached audit indicate...in accordance with: GAGAS, Audit Guide(Yes/No) 7. Opinion Type (drop down list box) 8. Were there audit findings in the previous year's audit (Yes/No) 9. Does Institution utilize a Third-Party Servicer (Yes/No) 10. Does the attached audit indicate...requirements regarding: (Yes/No) Institutional Eligibility & Participation, etc. Buttons displayed are: Cancel, Save and Save & Proceed.				
378	Select the "Submit" link from the left navigation bar	The system displays the Submit Page				
379	Select the checkbox next to OPEID <unconsolidated member2>	The checkbox next to <unconsolidated member2> is checked				
380	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission.				
381	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
382	Select the Login link	The system displays the eZ-Audit Login Page				
	QC'ing the Resubmitted Annual Submission					
383	Enter username <pscreet3> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
384	Select the "Login" button	System presents the "QC Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading to different sections on the page below. Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review." The second queue has a heading "Pending QC Approval"				
385	Repeat Steps 326-388					
386	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
387	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts value				
388	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
389	Select <Yes> for "Are all required documents attached?"	Field accepts value				
390	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
391	Select <Complete> for "Completeness Status"	Field accepts value				
392	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page." the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				
393	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
394	Select the Login link	The system displays the eZ-Audit Login Page				
	Assigning the Annual Submission					
395	Enter username <codead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
396	Select the "Login" button	System presents the "Co-Team Lead Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval. Submissions Pending Assignment contain three columns: Institution Name, Submission Information (OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Submission Status, Completeness Status, Reason for Referral to Case), and Assign To (dropdown list of Financial Analysts and Audit Resolution Specialists). Submissions Pending Approval also contain three columns: Institution Name, Submission Information (same as above, along with Assigned To, Date Assigned, Date Submitted for Approval), and Approve/Return.				
397	Select the Compliance Audit Submission for <unconsolidated locator> by selecting the School Name	- eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout The left nav provides links to: - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Code Findings - Correspondence Log - Notes The Submission Summary Page contains the following sections and fields: School Name OPEID Audit Control Number Fiscal Year End Date Institution Info - OPEID - DUNS - Audit Control Number - Fiscal Year - Date Submission Received - Resubmission Date (TODAY'S DATE) - Title IV Eligibility Status - All Submissions Current - Missing Submissions				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		Financial Statement - Financial Analyst - Reason for Flagging - Years in Zone - eZ-Audit Composite Score - ED Composite Score - Determination - Determination Date - Completeness Status - Pre-Screener - Screen Date Compliance Audit - Compliance Audit Specialist - Resolution Due Date - Reason for Referral - Completeness Status - Pre-Screener - Screen Date Reassign Compliance Audit Administrative Stay Financial Statement Administrative Stay Resubmission				
398	Write down the Audit Control Number (or ACN) of the Submission					
399	Select the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed				
400	Select the Compliance Audit Submission for <unconsolidated member1> by selecting the School Name	The "Submission Summary" Page for this Submission is displayed				
401	Write down the Audit Control Number (or ACN) of the Submission					
402	Verify that the ACN of the Locator School Compliance Audit is different from the ACN of the Member School Compliance Audit	The ACNs are different	SG27			
403	Select the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed				
404	Select the Compliance Audit Submission for <unconsolidated member2> by selecting the School Name	The "Submission Summary" Page for this Submission is displayed				
405	Write down the Audit Control Number (or ACN) of the Submission					
406	Verify that the ACN of the Locator School Compliance Audit is different from the ACN of both of the Member School Compliance Audits	The ACNs are different	SG27			
407	Select the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed				
408	Locate the Consolidated Financial Statement for <unconsolidated locator> and assign the submission by selecting "FAI" from the dropdown list and selecting the "assign" button	The Consolidated Financial Statement is removed from the "Pending Assignment" queue	SG31			
409	Locate the Compliance Audit for <unconsolidated member1> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32			
410	Locate the Compliance Audit for <unconsolidated locator> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32			
411	Locate the Compliance Audit for <unconsolidated member2> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32			
412	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
413	Select the Login link	The system displays the eZ-Audit Login Page				
	Case Review of the Annual Submission					
414	Enter username <Isinat01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
415	Click the Login button	The system presents the ARS home page which consists of "My Queue" showing the following information about each submission: Institution, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submission Status. There is no left navigation bar. The top navigation bar has the following links: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
416	Locate the Consolidated Financial Statement for <unconsolidated locator> and select the Submission by selecting the School Name	The system presents the "Submission Summary" page for Annual Submission. There is a left-navigation bar and a content area. The main content area displays: Institution Name (link to Institution Profile Page), OPEID, ACN, and FYE Date. The left navigation bar contains: - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC - Compliance Audit QC Complete - PADL - FAD - ACD - DDIF - Manage Auditor Info View - Determination For FS - Score Calculation - Other LOCs - Manage Auditor Info Correspondence Log Notes				
		The "Institution Info" section contains: • OPEID: • DUNS: • ACN: • Fiscal Year: • Date Submission Received: • Title IV Eligibility Status: • All Submissions Current: • Missing Submissions: The "Financial Statement" section contains: • Financial Analyst: • Resolution Due Date: <submit date + 180 days> • Reason For Flagging: • Years in Zone: • Total • Consecutive • Composite Score: • Determination: • Determination Date: • Completeness Status: • Pre-Screener: • Screen Date:				
		The "Compliance Audit" section contains: • Compliance Audit Specialist: • Resolution Due Date: • Reason for Referral: • Completeness Status: • Pre-Screener: • Screen Date: Page also contains "Financial Statement Completeness", "Compliance Audit Completeness", "Re-submission", and "Review" sections The left nav provides links to: Submission Summary, Financial Statements, Program and Audit Info, Completeness Checklist, View Attachments, Complete: PADL, FAD, ACD, DDIF, Manage Auditor Information, Adjust Finding Codes, Send to Co-Team Leader; View: Complete LOC, Determination for FS, Score Calculation, Manage Auditor Information; Correspondence Log and Notes. Top navigation consists of: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.				
417	Select the "View Attachments" link from the left nav bar	The system displays the "File Upload" page. The top of the page displays "Proprietary Annual Submission File Upload," Institution Name, and OPEID. The main content of the page displays lists of attached files separated by OPEID. There should be three attached files, as the School Group submitted three total attachments for the group. <OPEID1> <initial.pdf> <OPEID2> <initial.pdf> <OPEID3> <initial.pdf>	SG03			
418	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
419	Select the Login link	The system displays the eZ-Audit Login Page				
	Non-Profit C/C Submission					
420	Enter username <consolidatedschool> and password <password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
421	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG30, SG37			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
422	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Financial Statements". Immediately below the heading is the Institution name <Non-Profit School> and OPE ID <20000008>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEID: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year:	SG08, SG35, SG41			
		3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN: 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 8. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 10. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs 11. Enter Financial Statement Data - Links to Statement of Financial Position and Statement of Activities The following buttons are available to the user: Cancel, Save and Save & Proceed	SG04, SG05	SG08, SG35, SG41		
423	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input		SG04, SG05		
424	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input				
425	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
426	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				
427	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
428	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input				
429	Select <YES> for "were material weaknesses identified?"	Field accepts input				
430	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
431	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input				
432	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input				
433	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input				
434	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input				
435	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input				
436	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input				
437	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
438	Select "Statement of Financial Position" link	System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Financial Position Data". The page contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following text labels and data entry fields: Cash and Cash Equivalents, Restricted Assets, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties - Secured, Accounts Receivable - Related Parties - Unsecured, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Notes Receivable - Related Parties - Secured, Notes Receivable - Related Parties - Unsecured, Notes Receivable - Other, Contributions/Pledges Receivable, Student Loans Receivable, Property, Plant, and Equipment including capitalized lease assets, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets*, Bond Issuance Costs, Intangible Assets - net of amortization, Investments, Deferred				
		Accounts Payable, Student Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pension Liability, Deferred Compensation, Liability Under Split Interest Agreements, Government Advances for Student Loans, Other Liabilities, Total Liabilities*, Unrestricted Net Assets, Split Interest Agreements and Term Endowments, Other, Total Temporarily Restricted Net Assets*, Permanently Restricted Net Assets, Total Net Assets*, and Total Liabilities and Net Assets*. Fields marked with an * above are calculated fields. Buttons available to the user are: Cancel, Calculate and Save & Proceed. Additionally, the following fields have a Comments text box next to them: Accounts Receivable - Other, Notes Receivable - Other, Other Assets, and Other				
439	Enter Cash and Cash Equivalents <1316947>	Field accepts input				
440	Enter Restricted Assets <100>	Field accepts input				
441	Enter Accounts Receivable - Student <0>	Field accepts input				
442	Enter Accounts Receivable - Employees <0>	Field accepts input				
443	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input				
444	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input				
445	Enter Accounts Receivable - Other <609562>	Field accepts input				
446	Enter Allowance for Doubtful Accounts <6851>	Field accepts input				
447	Enter Prepaid Expenses <0>	Field accepts input				
448	Enter Inventories <119236>	Field accepts input				
449	Enter Notes Receivable - Related Parties, Secured <100>	Field accepts input				
450	Enter Notes Receivable - Related Parties, Unsecured <100>	Field accepts input				
451	Enter Notes Receivable - Other <100>	Field accepts input				
452	Enter Contributions/Pledges Receivable <100>	Field accepts input				
453	Enter Student Loans Receivable <100>	Field accepts input				
454	Enter Property, Plant and Equipment, including capitalized lease assets <7634519>	Field accepts input				
455	Enter Accumulated Depreciation <1393079>	Field accepts input				
456	Enter Bond Issuance Costs <0>	Field accepts input				
457	Enter Intangible Assets, net of amortization <0>	Field accepts input				
458	Enter Investments <41909>	Field accepts input				
459	Enter Deferred Advertising/Marketing/Recruiting Costs <100>	Field accepts input				
460	Enter Interest in Trusts Held by Others <100>	Field accepts input				
461	Enter Other Assets <10921>	Field accepts input				
462	Enter Accounts Payable <305807>	Field accepts input				
463	Enter Refunds Payable <0>	Field accepts input				
464	Enter Student Deposits & Advances <0>	Field accepts input				
465	Enter Accrued Expenses <99206>	Field accepts input				
466	Enter Deferred Tuition <1031896>	Field accepts input				
467	Enter Lines of Credit <0>	Field accepts input				
468	Enter Current Portion of Long-Term Debt <100>	Field accepts input				
469	Enter Capital Lease Obligations <4373160>	Field accepts input				
470	Enter Long-Term Debt <100>	Field accepts input				
471	Enter Post Employment & Post Retirement Benefits <0>	Field accepts input				
472	Enter Minimum Pension Liability <100>	Field accepts input				
473	Enter Deferred Compensation <0>	Field accepts input				
474	Enter Liability Under Split Interest Agreements <100>	Field accepts input				
475	Enter Government Advances for Student Loans <100>	Field accepts input				
476	Enter Other Liabilities <0>	Field accepts input				
477	Enter Unrestricted Net Assets <2488913>	Field accepts input				
478	Enter Split Interest Agreements and Term Endowments <100>	Field accepts input				
479	Enter Other <34382>	Field accepts input				
480	Enter Permanently Restricted Net Assets <0>	Field accepts input				
481	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,964> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
	Select "Save & Proceed" button	System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Activities Data" and "Change in Unrestricted Net Assets". The page contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following text labels and data entry fields: Tuition & Fees, Government Appropriations, Government Grants and Contracts, Private Gifts, Grants, and Contracts, Auxiliary Enterprises, Investment Income, Hospital Revenue, Other Income, Net Assets Released from Restrictions, Total Unrestricted Revenue*, Instruction Expense, Research Expense, Public Service Expense, Academic Support Expense, Student Services Expense, Institutional Support Expense, Auxiliary Enterprises Expense, Net Grant Aid to Students, Hospital Services, Other Expenses, Net Assets Released to Restrictions, Total Unrestricted Expenses*, Gain (Loss) on Discontinued Operations, Gain (L				
482		Field accepts input				
483	Enter Tuition & Fees <7072934>	Field accepts input				
484	Enter Government Appropriations <100>	Field accepts input				
485	Enter Government Grants and Contracts <100>	Field accepts input				
486	Enter Private Gifts, Grants, and Contracts <100>	Field accepts input				
487	Enter Auxiliary Enterprises <488509>	Field accepts input				
488	Enter Investment Income <40182>	Field accepts input				
489	Enter Hospital Revenue <100>	Field accepts input				
490	Enter Other Income <0>	Field accepts input				
491	Enter Net Assets Released From Restrictions <45188>	Field accepts input				
492	Enter Instruction Expense <2657580>	Field accepts input				
493	Enter Research Expense <0>	Field accepts input				
494	Enter Public Service Expense <0>	Field accepts input				
495	Enter Academic Support Expense <795421>	Field accepts input				
496	Enter Student Services Expense <1708568>	Field accepts input				
497	Enter Institutional Support Expense <1242882>	Field accepts input				
498	Enter Auxiliary Enterprises Expense <410076>	Field accepts input				
499	Enter Net Grant Aid to Students <100>	Field accepts input				
500	Enter Hospital Services <100>	Field accepts input				
501	Enter Other Expenses <0>	Field accepts input				
502	Enter Net Assets Released to Restrictions <0>	Field accepts input				
503	Enter Gain (Loss) on Discounted Operations <100>	Field accepts input				
504	Enter Gain (Loss) from Change in Accounting Principle <100>	Field accepts input				
505	Enter Extraordinary Gain (Loss) <100>	Field accepts input				
506	Enter Unrestricted Net Assets at Beginning of Year <1656627>	Field accepts input				
507	Enter Gain (Loss) from Correction of Error (100)	Field accepts input				
508	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,647,213> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,786> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,413>				
509	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov	SG10, SG36, SG39, SG40			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed</p> <p>2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)</p> <p>FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268</p> <p>2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)</p> <p>3. Indicate the Period Audited (MM/DD/YYYY)</p> <p>- Begin Date:</p> <p>- End Date:</p> <p>- Reason if Less than 1 Year:</p> <p>4. Review Auditor Information:</p> <p>- Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111></p> <p>- Is this information correct? (Yes/No)</p> <p>- Enter Auditor's TIN</p> <p>5. Does this A-133 report contain any findings related to the PSA Title IV programs? (Yes/No).</p> <p>6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with:</p> <p>- Government Auditing Standards (Yes/No)</p> <p>- OMB Circular A-133 (Yes/No)</p> <p>7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box)</p> <p>- Unqualified, Qualified, Adverse, Disclaimer</p>				
			SG10, SG36, SG39, SG40			
		<p>8. For internal control over major programs:</p> <p>- a) were material weaknesses identified? (Yes/No)</p> <p>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</p> <p>9. Were there audit findings in the previous year's A-133 report? (Yes/No)</p> <p>10. Does Institution utilize a Third Party Servicer? (Yes/No)</p> <p>Buttons displayed are: Cancel, Save and Save & Proceed.</p>				
510	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input				
511	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input				
512	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				
513	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
514	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input				
515	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input				
516	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input				
517	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input				
518	Select <YES> for "were material weaknesses identified?"	Field accepts input				
519	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
520	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input				
521	Select <NO> for "Does Institution utilize a Third Party Servicer?"	Field accepts input				
522	Select "Save" button	System redisplay the Compliance Audit Page				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
523	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your Consolidated A-133 report? (2) Contact Information/ Additional Notes.				
		Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards - Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133				
		Section (2), Contact Information/ Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
524	Select <YES> for Statement of Financial Position	Field accepts input				
525	Select <YES> for Statement of Activities	Field accepts input				
526	Select <YES> for Notes to Financial Statements	Field accepts input				
527	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
528	Select <YES> for Corrective Action Plan	Field accepts input				
529	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
530	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
531	Select <YES> for Independent Auditor's Report	Field accepts input				
532	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
533	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
534	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
535	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
536	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
537	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				
538	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page</p> <p>The page then contains the following text:</p> <p>As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields</p>				
539	Select "Browse" button	Below the text there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.				
540	Select file to upload <A133NP.pdf>	There are also Cancel, Save, and Save and Proceed buttons.				
541	Select "Open"	System displays window that allows user to browse their computer and select a file to upload.				
542	Select "All"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
543	Select "Add" button	Field accepts input				
544	Select "Save & Proceed" button	<p>System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.</p> <p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page.</p> <p>The page then contains the following text:</p> <p>"By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all members of the school group have completed their portion of th submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit.</p> <p>Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.</p> <p>Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Aud</p>				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it." Button displayed is: Submit to ED.				
545	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.				
546	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				
547	Select the Login link	System displays the eZ-Audit Home Page				
	Non-Profit UC/Locator Submission					
548	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
549	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG37			
550	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Financial Statements". Immediately below the heading is the Institution name <Non-Profit School> and OPE ID <20000008>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year:	SG09, SG28, SG35, SG41			
		3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN: 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 8. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 10. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs	SG06, SG07			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
551	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG12			
552	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input	SG12			
553	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input	SG12			
554	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input	SG12			
555	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input	SG12			
556	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input	SG12			
557	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG12			
558	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG12			
559	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input	SG12			
560	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input	SG12			
561	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input	SG12			
562	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input	SG12			
563	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input	SG12			
564	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input	SG12			
565	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input	SG12			
566	Select "Statement of Financial Position" link	System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Financial Position Data". The page contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following text labels and data entry fields: Cash and Cash Equivalents, Restricted Assets, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties - Secured, Accounts Receivable - Related Parties - Unsecured, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Notes Receivable - Related Parties - Secured, Notes Receivable - Related Parties - Unsecured, Notes Receivable - Other, Contributions/Pledges Receivable, Student Loans Receivable, Property, Plant, and Equipment including capitalized lease assets, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets*, Bond Issuance Costs, Intangible Assets - net of amortization, Investments, Deferred	SG12			
		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pension Liability, Deferred Compensation, Liability Under Split Interest Agreements, Government Advances for Student Loans, Other Liabilities, Total Liabilities*, Unrestricted Net Assets, Split Interest Agreements and Term Endowments, Other, Total Temporarily Restricted Net Assets*, Permanently Restricted Net Assets, Total Net Assets*, and Total Liabilities and Net Assets*. Fields marked with an * above are calculated fields. Buttons available to the user are: Cancel, Calculate and Save & Proceed. Additionally, the following fields have a Comments text box next to them: Accounts Receivable - Other, Notes Receivable - Other, Other Assets, and Other	SG12			
567	Enter Cash and Cash Equivalents <1316947>	Field accepts input	SG12			
568	Enter Restricted Assets <100>	Field accepts input	SG12			
569	Enter Accounts Receivable - Student <0>	Field accepts input	SG12			
570	Enter Accounts Receivable - Employees <0>	Field accepts input	SG12			
571	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input	SG12			
572	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12			
573	Enter Accounts Receivable - Other <609562>	Field accepts input	SG12			
574	Enter Allowance for Doubtful Accounts <6851>	Field accepts input	SG12			
575	Enter Prepaid Expenses <0>	Field accepts input	SG12			
576	Enter Inventories <119296>	Field accepts input	SG12			
577	Enter Notes Receivable - Related Parties, Secured <100>	Field accepts input	SG12			
578	Enter Notes Receivable - Related Parties, Unsecured <100>	Field accepts input	SG12			
579	Enter Notes Receivable - Other <100>	Field accepts input	SG12			
580	Enter Contributions/Pledges Receivable <100>	Field accepts input	SG12			
581	Enter Student Loans Receivable <100>	Field accepts input	SG12			
582	Enter Property, Plant and Equipment, including capitalized lease assets <7634519>	Field accepts input	SG12			
583	Enter Accumulated Depreciation <1393079>	Field accepts input	SG12			
584	Enter Bond Issuance Costs <0>	Field accepts input	SG12			
585	Enter Intangible Assets, net of amortization <0>	Field accepts input	SG12			
586	Enter Investments <41909>	Field accepts input	SG12			
587	Enter Deferred Advertising/Marketing/Recruiting Costs <100>	Field accepts input	SG12			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
588	Enter Interest in Trusts Held by Others <100>	Field accepts input	SG12			
589	Enter Other Assets <10921>	Field accepts input	SG12			
590	Enter Accounts Payable <305807>	Field accepts input	SG12			
591	Enter Refunds Payable <0>	Field accepts input	SG12			
592	Enter Student Deposits & Advances <0>	Field accepts input	SG12			
593	Enter Accrued Expenses <99206>	Field accepts input	SG12			
594	Enter Deferred Tuition <1031896>	Field accepts input	SG12			
595	Enter Lines of Credit <0>	Field accepts input	SG12			
596	Enter Current Portion of Long-Term Debt <100>	Field accepts input	SG12			
597	Enter Capital Lease Obligations <4373160>	Field accepts input	SG12			
598	Enter Long-Term Debt <100>	Field accepts input	SG12			
599	Enter Post Employment & Post Retirement Benefits <0>	Field accepts input	SG12			
600	Enter Minimum Pension Liability <100>	Field accepts input	SG12			
601	Enter Deferred Compensation <0>	Field accepts input	SG12			
602	Enter Liability Under Split Interest Agreements <100>	Field accepts input	SG12			
603	Enter Government Advances for Student Loans <100>	Field accepts input	SG12			
604	Enter Other Liabilities <0>	Field accepts input	SG12			
605	Enter Unrestricted Net Assets <2488913>	Field accepts input	SG12			
606	Enter Split Interest Agreements and Term Endowments <100>	Field accepts input	SG12			
607	Enter Other <34382>	Field accepts input	SG12			
608	Enter Permanently Restricted Net Assets <0>	Field accepts input	SG12			
609	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,964> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	SG12			
610	Select "Save & Proceed" button	System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Activities Data" and "Change in Unrestricted Net Assets". The page contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following text labels and data entry fields: Tuition & Fees, Government Appropriations, Government Grants and Contracts, Private Gifts, Grants, and Contracts, Auxiliary Enterprises, Investment Income, Hospital Revenue, Other Income, Net Assets Released from Restrictions, Total Unrestricted Revenue*, Instruction Expense, Research Expense, Public Service Expense, Academic Support Expense, Student Services Expense, Institutional Support Expense, Auxiliary Enterprises Expense, Net Grant Aid to Students, Hospital Services, Other Expenses, Net Assets Released to Restrictions, Total Unrestricted Expenses*, Gain (Loss) on Discontinued Operations, Gain (L	SG12			
611	Enter Tuition & Fees <7072934>	Field accepts input	SG12			
612	Enter Government Appropriations <100>	Field accepts input	SG12			
613	Enter Government Grants and Contracts <100>	Field accepts input	SG12			
614	Enter Private Gifts, Grants, and Contracts <100>	Field accepts input	SG12			
615	Enter Auxiliary Enterprises <488509>	Field accepts input	SG12			
616	Enter Investment Income <40182>	Field accepts input	SG12			
617	Enter Hospital Revenue <100>	Field accepts input	SG12			
618	Enter Other Income <0>	Field accepts input	SG12			
619	Enter Net Assets Released From Restrictions <45188>	Field accepts input	SG12			
620	Enter Instruction Expense <2657580>	Field accepts input	SG12			
621	Enter Research Expense <0>	Field accepts input	SG12			
622	Enter Public Service Expense <0>	Field accepts input	SG12			
623	Enter Academic Support Expense <795421>	Field accepts input	SG12			
624	Enter Student Services Expense <1708568>	Field accepts input	SG12			
625	Enter Institutional Support Expense <1242882>	Field accepts input	SG12			
626	Enter Auxiliary Enterprises Expense <410076>	Field accepts input	SG12			
627	Enter Net Grant Aid to Students <100>	Field accepts input	SG12			
628	Enter Hospital Services <100>	Field accepts input	SG12			
629	Enter Other Expenses <0>	Field accepts input	SG12			
630	Enter Net Assets Released to Restrictions <0>	Field accepts input	SG12			
631	Enter Gain (Loss) on Discounted Operations <100>	Field accepts input	SG12			
632	Enter Gain (Loss) from Change in Accounting Principle <100>	Field accepts input	SG12			
633	Enter Extraordinary Gain (Loss) <100>	Field accepts input	SG12			
634	Enter Unrestricted Net Assets at Beginning of Year <1656627>	Field accepts input	SG12			
635	Enter Gain (Loss) from Correction of Error (100)	Field accepts input	SG12			
636	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,647,213> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,786> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,413>	SG12			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
637	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: "You are currently viewing the Compliance Audit OPEID: ????????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov	SG11, SG36, SG39, SG40			
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed 2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year: 4. Review Auditor Information: - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN 5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No). 6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with: Government Auditing Standards (Yes/No)				
		8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous year's A-133 report? (Yes/No) 10. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
638	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input	SG14			
639	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input	SG14			
640	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG14			
641	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG14			
642	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input	SG14			
643	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input	SG14			
644	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input	SG14			
645	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input	SG14			
646	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG14			
647	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG14			
648	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input	SG14			
649	Select <NO> for "Does Institution utilize a Third Party Servicer?"	Field accepts input	SG14			
650	Select "Save" button	System redispays the Compliance Audit Page				
651	Select <OPEID> from the dropdown box	<OPEID> is displayed in the dropdown box	SG39			
652	Repeat Steps 638-649		SG16			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
653	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? (2) Are the following items also included in the attachment of your A-133 report? and (3) Contact Information/Additional Notes.	SG17			
		Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Section 2: "Select Compliance Audit:" <OPEID> (Dropdown box containing all School Group OPEIDs) School Name OPEID - Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	SG19			
		Section (3), Contact Information/ Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.	SG19			
654	Select <YES> for Statement of Financial Position	Field accepts input	SG19			
655	Select <YES> for Statement of Activities	Field accepts input	SG19			
656	Select <YES> for Notes to Financial Statements	Field accepts input	SG19			
657	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input	SG19			
658	Select <YES> for Corrective Action Plan	Field accepts input	SG19			
659	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input	SG19			
660	Select <NO> for Summary schedule of prior year audit findings	Field accepts input	SG19			
661	Select <YES> for Independent Auditor's Report	Field accepts input	SG19			
662	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input	SG19			
663	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input	SG19			
664	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input	SG19			
665	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input	SG19			
666	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input	SG19			
667	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input	SG19			
668	Select the "Save" button	System displays the Checklist page				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
669	Select OPEID <????????> from the "Select Compliance Audit" dropdown box	OPEID ?????? Now appears in the dropdown box				
670	Repeat Steps 654-667		SG20			
671	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields				
		Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
672	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
673	Select file to upload <A133NP.pdf>					
674	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
675	Select "All"	Field accepts input				
676	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
677	Select the "Save" button	System re-displays the Upload Attachments page	SG21, SG22			
678	Select <OPEID> from the dropdown box	<OPEID> is displayed in the dropdown box				
679	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
680	Select file to upload <A133NP.pdf>					
681	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
682	Select "Compliance Audit"	Field accepts input				
683	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.	SG23			
684	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all members of the school group have completed their portion of th submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit. Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.				
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."	SG38, SG42, SG45			
685	Check the boxes next to "unconsolidated locator" and "unconsolidated member"	The boxes next to "unconsolidated locator" and "unconsolidated member" are checked				
686	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Portion of the Annual Submission has been received by the Department of Education. OPEID has not yet submitted Compliance Audit Also displayed in the "Notifications" section is the following: Your portion Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>.	SG26, SG44			
687	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
688	Select the Login link	System displays the eZ-Audit Home Page				
	Non-Profit C/UC Member Submission					
	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
689		System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG29, SG13			
690	Select the "Login" button Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: "You are currently viewing the Compliance Audit OPEID: ??????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov	SG36, SG40			
691		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed 2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year: 4. Review Auditor Information: - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN 5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No). 6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) 8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous year's A-133 report? (Yes/No) 10. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
692	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input	SG15			
693	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input	SG15			
694	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG15			
695	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG15			
696	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input	SG15			
697	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input	SG15			
698	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input	SG15			
699	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input	SG15			
700	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG15			
701	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG15			
702	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input	SG15			
703	Select <NO> for "Does Institution utilize a Third Party Servicer?"	Field accepts input	SG15			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
704	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? (2) Are the following items also included in the attachment of your A-133 report? and (3) Contact Information/Additional Notes.				
		Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Section 2: "Select Compliance Audit:" <OPEID> (Dropdown box containing all School Group OPEIDs) School Name OPEID - Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133				
		Section (3), Contact Information/Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
705	Select <YES> for Statement of Financial Position	Field accepts input				
706	Select <YES> for Statement of Activities	Field accepts input				
707	Select <YES> for Notes to Financial Statements	Field accepts input				
708	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
709	Select <YES> for Corrective Action Plan	Field accepts input				
710	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
711	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
712	Select <YES> for Independent Auditor's Report	Field accepts input				
713	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
714	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
715	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
716	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				
717	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
718	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
719	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.				
		Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.				
720	Select "Browse" button	There are also Cancel, Save, and Save and Proceed buttons.				
721	Select file to upload <A133NP.pdf>	System displays window that allows user to browse their computer and select a file to upload.				
722	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
723	Select "All"	Field accepts input				
724	Select "Add" button	System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all				
725	Select "Compliance Audit" checkbox and de-select "All"	"Compliance Audit" is checked				
726	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.	SG24			
727	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all members of the school group have completed their portion of th submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit." Your submission must have been prepared in accordance with 34 CFR 668.23, the PSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Aud	SG46			
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."				
728	Check the box next to "Select All"	The box next to "Select All" is checked				
729	Select "Submit to ED" button	System displays an error message that a member school may not submit for all Institutions of a School Group				
730	Check the box next to <OPEID>	The box next to <OPEID> is checked				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
731	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Portion of the Annual Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Portion of Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.	SG43			
732	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				
733	Select the Login link	System displays the eZ-Audit Home Page				
	Public School C/C Submission					
734	Enter username <consolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
735	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG30, SG37			
736	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <?????>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year:	SG08, SG35, SG41			
		3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN: 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. What type of auditor's report was issued on the financial statements? - Select an Opinion Type (drop down list box) 7. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 8. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 10. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs The following buttons are available to the user: Cancel, Save and Save & Proceed	SG04, SG05			
737	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				
738	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input				
739	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
740	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
741	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
742	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input				
743	Select <YES> for "were material weaknesses identified?"	Field accepts input				
744	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
745	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input				
746	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input				
747	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input				
748	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input				
749	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input				
750	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input				
751	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input				
752	Select "Save & Proceed" button	<p>System displays the "Compliance Audit Information" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "Public Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:</p> <p>1. Our records indicate that this group contains the following OPEIDs:</p> <p>* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov</p> <p>A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed</p>	SG10, SG36, SG39, SG40			
		<p>2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)</p> <p>- FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268</p> <p>2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)</p> <p>3. Indicate the Period Audited (MM/DD/YYYY)</p> <p>- Begin Date:</p> <p>- End Date:</p> <p>- Reason if Less than 1 Year:</p> <p>4. Review Auditor Information:</p> <p>- Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111></p> <p>- Is this information correct? (Yes/No)</p> <p>- Enter Auditor's TIN</p> <p>5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No).</p> <p>6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with:</p> <p>- Government Auditing Standards (Yes/No)</p> <p>- OMB Circular A-133 (Yes/No)</p> <p>7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box)</p> <p>- Unqualified, Qualified, Adverse, Disclaimer</p>				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous year's A-133 report? (Yes/No) 10. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
753	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input				
754	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input				
755	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				
756	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
757	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input				
758	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input				
759	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input				
760	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input				
761	Select <YES> for "were material weaknesses identified?"	Field accepts input				
762	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
763	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input				
764	Select <NO> for "Does Institution utilize a Third Party Servicer?"					
765	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name <Public School> and OPEID <???????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your Consolidated A-133 report? and (2) Contact Information/Additional Notes. Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<ul style="list-style-type: none"> - Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 <p>Section (2), Contact Information/ Additional Notes, contains:</p> <ul style="list-style-type: none"> - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) <p>Buttons displayed on the page are: Cancel, Save and Save & Proceed.</p>				
766	Select <NO> for Statement of Financial Position	Field accepts input				
767	Select <NO> for Statement of Activities	Field accepts input				
768	Select <YES> for Notes to Financial Statements	Field accepts input				
769	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
770	Select <YES> for Corrective Action Plan	Field accepts input				
771	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
772	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
773	Select <YES> for Independent Auditor's Report	Field accepts input				
774	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
775	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
776	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
777	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				
778	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
779	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				
780	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page</p> <p>The page then contains the following text:</p> <p>As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.</p>				
		<p>Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.</p> <p>There are also Cancel, Save, and Save and Proceed buttons.</p>				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
781	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
782	Select file to upload <A133P.pdf>					
783	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
784	Select "All"	Field accepts input				
785	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
786	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the heading is the Institution name <Public School> and OPEID <03037500>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit".				
		Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have not defaulted on a federal student loan. Button displayed is: Submit to ED.				
787	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.	SG38, SG42, SG45			
788	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				
789	Select the Login link	System displays the eZ-Audit Home Page				
	Public School UC/C Locator Submission					
	Enter username <unconsolidatedlocator> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
790						
791	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG37			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
792	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <?????>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Our records indicate that this group contains the following OPEID: * If this information is incorrect please contact the eZ-Audit Help Desk at saezaudit@ed.gov A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City, and State appears. The following schools should be on the grid: 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year:	SG09, SG28, SG35, SG41			
		3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN: 4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. What type of auditor's report was issued on the financial statements? - Select an Opinion Type (drop down list box) 7. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 8. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 10. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs The following buttons are available to the user: Cancel, Save and Save & Proceed	SG06, SG07			
793	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG12			
794	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input	SG12			
795	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input	SG12			
796	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input	SG12			
797	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input	SG12			
798	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input	SG12			
799	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG12			
800	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG12			
801	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input	SG12			
802	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input	SG12			
803	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input	SG12			
804	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input	SG12			
805	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input	SG12			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
806	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input	SG12			
807	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input	SG12			
808	Select "Save & Proceed" button	<p>System displays the "Compliance Audit Information" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "Public Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:</p> <p>"You are currently viewing the Compliance Audit OPEID: ??????"</p> <p>1. Our records indicate that this group contains the following OPEIDs:</p> <p>* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov</p> <p>A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed</p>	SG11, SG36, SG39, SG40			
		<p>2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)</p> <p>FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268</p> <p>2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)</p> <p>3. Indicate the Period Audited (MM/DD/YYYY)</p> <ul style="list-style-type: none"> - Begin Date: - End Date: - Reason if Less than 1 Year: <p>4. Review Auditor Information:</p> <ul style="list-style-type: none"> - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN <p>5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No).</p> <p>6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with:</p> <ul style="list-style-type: none"> - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) <p>7. Type of Auditor's Report issued on Compliance for Major Programs (Title IV only)(Dropdown box)</p> <ul style="list-style-type: none"> - Unqualified, Qualified, Adverse, Disclaimer <p>8. For internal control over major programs:</p> <ul style="list-style-type: none"> - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) <p>9. Were there audit findings in the previous year's A-133 report? (Yes/No)</p> <p>10. Does Institution utilize a Third Party Servicer? (Yes/No)</p> <p>Buttons displayed are: Cancel, Save and Save & Proceed.</p>				
809	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input	SG14			
810	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input	SG14			
811	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG14			
812	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG14			
813	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input	SG14			
814	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input	SG14			
815	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input	SG14			
816	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input	SG14			
817	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG14			
818	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG14			
819	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input	SG14			
820	Select <NO> for "Does Institution utilize a Third Party Servicer?"					
823	Select "Save" button	The system redispays the Compliance Audit Page				
824	Select <OPEID> from the dropdown box	<OPEID> is displayed in the dropdown box	SG39			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
	Repeat Steps 809-820		SG16			
	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name <Public School> and OPEID <???????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/Additional Notes. Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards				
825			SG17			
		Select Compliance Audit <OPEID> (Dropdown box containing all OPEIDs of the School Group) - Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 Section (2), Contact Information/Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
			SG19			
826	Select <NO> for Statement of Financial Position	Field accepts input	SG19			
827	Select <NO> for Statement of Activities	Field accepts input	SG19			
828	Select <YES> for Notes to Financial Statements	Field accepts input	SG19			
829	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input	SG19			
830	Select <YES> for Corrective Action Plan	Field accepts input	SG19			
831	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input	SG19			
832	Select <NO> for Summary schedule of prior year audit findings	Field accepts input	SG19			
833	Select <YES> for Independent Auditor's Report	Field accepts input	SG19			
834	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input	SG19			
835	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input	SG19			
836	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input	SG19			
837	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input	SG19			
838	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input	SG19			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
839	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input	SG19			
840	Select "Save" button	The system redisplay the Checklist Page				
841	Select <OPEID> from the dropdown box	<OPEID> is displayed in the dropdown box				
	Repeat Steps 826-839		SG19			
842	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.				
		Below the text there is a Select OPEID dropdown box. Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
843	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
844	Select file to upload <A133P.pdf>					
845	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
846	Select "All"	Field accepts input				
847	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
848	Select "Save" button	The system displays the Upload Attachment page	SG21, SG22			
849	Select OPEID <????????> from the "Select OPEID" dropdown box	<OPEID> is displayed in the dropdown box				
850	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
851	Select file to upload <A133P.pdf>					
852	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
853	Select "Compliance Audit"	Field accepts input				
854	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.	SG23			
855	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the heading is the Institution name <International College> and OPEID <03037500>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit".	SG38, SG42, SG45			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both.				
856	Select the "unconsolidated locator" and "unconsolidated member" buttons	The checkboxes next to "unconsolidated locator" and "unconsolidated member" is checked				
857	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your portion of the Annual Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. OPEID has not yet submitted Also displayed in the "Notifications" section is the following: Your portion of Fiscal Year End 07/01/2003 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>.	SG26, SG44			
858	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				
859	Select the Login link	System displays the eZ-Audit Home Page				
	Public School UC/C Member Submission					
	Enter username <unconsolidatedmember2> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
861	Select the "Login" button	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration	SG29, SG13			
862	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: "You are currently viewing the Compliance Audit OPEID: ??????" 1. Our records indicate that this group contains the following OPEIDs: * If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed	SG36, SG40			
863		2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) PSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year: 4. Review Auditor Information: - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN 5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No). 6. Does the attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) 7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box) - Unqualified, Qualified, Adverse, Disclaimer				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
864		8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous year's A-133 report? (Yes/No) 10. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
865	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input	SG15			
866	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input	SG15			
867	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input	SG15			
868	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input	SG15			
869	Select <YES> for "Does A-133 report contain any findings?"	Field accepts input	SG15			
870	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input	SG15			
871	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input	SG15			
872	Select type of Auditor's Report as <UNQUALIFIED>	Field accepts input	SG15			
873	Select <YES> for "were material weaknesses identified?"	Field accepts input	SG15			
874	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	SG15			
875	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input	SG15			
876	Select <NO> for "Does Institution utilize a Third Party Servicer?"	Field accepts input	SG15			
877	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/ Additional Notes. Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>Select Compliance Audit <OPEID> (Dropdown box containing all OPEIDs of the School Group)</p> <p>- Schedule of Expenditures of Federal Awards - Corrective Action Plan - Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133</p> <p>Section (2), Contact Information/Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.</p>				
879	Select <NO> for Statement of Financial Position	Field accepts input				
880	Select <NO> for Statement of Activities	Field accepts input				
881	Select <NO> for Notes to Financial Statements	Field accepts input				
882	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
883	Select <YES> for Corrective Action Plan	Field accepts input				
884	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
885	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
886	Select <YES> for Independent Auditor's Report	Field accepts input				
887	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
888	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
889	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
890	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				
891	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
892	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				
893	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout</p> <p>Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit</p> <p>The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page</p> <p>The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.</p>				
		<p>Below the text there is a Select OPEID dropdown box.</p> <p>Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.</p> <p>There are also Cancel, Save, and Save and Proceed buttons.</p>				

R2.0 School Group Test Script 02/04/2004

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
894	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
895	Select file to upload <A133P.pdf>					
896	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
897	Select "All"	Field accepts input				
898	Select "Add" button	System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all	SG24			
899	Select "Compliance Audit" and De-select "All"	Field accepts input				
900	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the heading is the Institution name <International College> and OPEID <03037500>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit".	SG46			
		Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or				
901	Select the "Select All" checkbox	The Select All checkbox is checked				
902	Select "Submit to ED" button	System displays an error message that a member school may not submit for all Institutions of a School Group				
903	Select the checkbox next to OPEID <????????>, de-select the "Select All"	The checkbox next to OPEID <????????> is checked				
904	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission.	SG43			
905	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
906	Select the Login link	The system displays the eZ-Audit Login Page				

Script Name

Description

Created By

Tested By

Date Tested

	Prerequisites
	Use Cases Covered
Step#	Action
1	Click to open Internet Browser
2	Enter eZ-Audit application link into browser: <https://dev.ezaudit.ed.gov:8571/EZ3WebApp/login.jsp>.
	Proprietary Consolidated/Consolidated School Group Submission
3	Enter username <consolidatedschool> and password <Password1>
	Select the "Login" button

	Select the "Create Annual Submission" Link
--	--

	Enter begin date <07/01/2002> and end date <07/01/2003>
	Select <YES> for "Is this information correct?" in the Review Auditor Information section
	Select <YES> for "Are your Financial Statements in compliance with GAAP?"

	Select <YES> for "Are your Financial Statements in compliance with Government Auditing Standards?"
	Select opinion type <ADVERSE>
	Enter <90> for the "90/10 Revenue Attestation Percentage" for OPEID <consolidated locator>
	Enter <90> for the "90/10 Revenue Attestation Percentage" for OPEID <consolidated member>
	Select <NO> for "Do you have the following disclosure in financial statement: Going Concern?"
	Select <NO> for "Do you have the following disclosure in financial statement: Contingent Liabilities?"
	Select <NO> for "Do you have the following disclosure in financial statement: Debt Agreement Violation?"
	Select <NO> for "Do you have the following disclosure in financial statement: ED Compliance Issue?"
	Select <NO> for "Do you have the following disclosure in financial statement: Revenue Recognition (prorata)?"

	Select <NO> for "Do you have the following disclosure in financial statement: Late Refunds?"
	Select "Save and Proceed" button
	Enter Cash and Cash Equivalents <9431>
	Enter Accounts Receivable - Student <14265>
	Enter Accounts Receivable - Employees <0>
	Enter Accounts Receivable - Related Parties, Secured <0>
	Enter Accounts Receivable - Related Parties, Unsecured <0>
	Enter Accounts Receivable - Other <0>
	Enter Allowance for Doubtful Accounts <0>
	Enter Prepaid Expenses <0>
	Enter Inventories <350>
	Enter Note Receivable - Related Parties, Secured <0>
	Enter Note Receivable - Related Parties, Unsecured <0>
	Enter Note Receivable - Other<0>
	Enter Investments (current) <0>
	Enter Deferred Advertising <0>
	Enter Deferred Income Tax - Current <0>
	Enter Other Current Assets <0>

	Enter Property and Equipment, including capitalized lease assets <149265>
	Enter Accumulated Depreciation <17757>
	Enter Intangible Assets (excluding Goodwill), net of amortization <0>
	Enter Goodwill, net <0>
	Enter Investments <0>
	Enter Note Receivable - Related Parties, Secured <0>
	Enter Note Receivable - Related Parties, Unsecured <0>
	Enter Note Receivable - Other<0>
	Enter Deferred Income Tax - Non-Current <0>
	Enter Other Assets <0>
	Enter Accounts Payable <0>
	Enter Refunds Payable <0>
	Enter Student Deposits & Advances <0>
	Enter Accrued Expenses <1778>
	Enter Current Portion of Long Term Debt <0>
	Enter Deferred Tuition <21394>
	Enter Deferred Taxes - Current <0>
	Enter Line of Credit <0>
	Enter Current Portion of Capital Lease Obligations <0>
	Enter Other Current Liabilities <0>
	Enter Long-Term Debt, net of current portion <0>
	Enter Deferred taxes - Non-Current <0>
	Enter Capital Lease Obligations <0>
	Enter Deferred Compensation <0>
	Enter Annuities Payable <0>
	Enter Post Employment & Retirement Benefits <0>
	Enter Other Liabilities <0>
	Enter Contributed Capital <132382>
	Enter Retained Earnings <0>
	Enter Common Stock <0>
	Enter Preferred Stock <0>
	Enter Paid in Capital Excess of Par <0>

	Enter Unrealized Gain (Loss) on Marketable Securities <0>
	Enter Comprehensive Income (Loss) <0>
	Enter Treasury Stock <0>
	Select "Calculate" button
	Select "Save & Proceed" button
	Enter Revenue <0>
	Enter Tuition & Fees <117843>
	Enter Other <0>
	Enter Non-Operating Income <0>
	Enter Gains on Sale of Investments, net of losses <0>
	Enter Interest Income <0>
	Enter Other <0>
	Enter Cost of Goods Sold <8442>
	Enter Salaries Expense <51229>
	Enter Rent Expense <1488>
	Enter Insurance Expense <1530>
	Enter Administrative Expenses <0>
	Enter Depreciation & Amortization Expense <8451>
	Enter Interest Expense <0>
	Enter Bad Debt Expense <0>
	Enter Marketing <0>
	Enter Recruiting <0>
	Enter Other Expenses <29284>
	Enter Provision for Income Taxes <0>
	Enter Extraordinary Gain (Loss), net of taxes <0>
	Enter Gain (Loss) from Discontinued Operations, net of taxes <0>
	Enter Gain (Loss) from Change in Accounting Principle, net of taxes <0>
	Enter Retained Earnings, beginning of year <104991>

	Enter Gain (Loss) from Correction of an Error, net of tax <0>
	Enter Distribution to Shareholders <1>
	Select "Calculate" button
	Select "Save & Proceed" button
	Enter Net Cash Provided by (Used in) Operating Activities <11690>
	Enter Net Cash Provided by (Used in) Investing Activities <-17571>
	Enter Net Cash Provided by (Used in) Financing Activities <9972>
	Enter Cash and Cash Equivalents at Beginning of Year <5340>
	Select "Calculate" button

	Select "Save & Proceed" button
	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>
	Enter begin date <07/01/2002> and end date <07/01/2003>
	Select <YES> for "Is this information correct?" in the Review Auditor Information section.

	Select <YES> for "Does audit contain any findings?"
	Select <NO> for "Pell Adjustments"
	Select <NO> for "Student Eligibility"
	Select <NO> for "Disbursements"
	Select <NO> for "Refunds"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide"
	Select opinion type <UNQUALIFIED>
	Select <NO> for "Were there audit findings in the previous year's audit?"
	Select <NO> for "Does Institution utilize a Third-Party Servicer"
	Select <Yes> for all options in item #10 "Does the...regarding:"
	Select the "Save" button
	Select the <consolidatedmember> school link from the grid at the top of the page
	Repeat Steps
	Select "Save & Proceed" button

	Select <YES> for all Checklist items except for "Servicer Information Sheet"
	Select <No> for "Servicer Information Sheet"
	Enter <Mr. Bassman> for both Name items in the Contact Information section
	Enter <fish@hotmail.com> for both Email items in the Contact Information section
	Select the "Save" button

	Select OPEID <????????> from the "Select Compliance Audit" dropdown box
	Repeat Steps
	Select "Save & Proceed" button
	Select "Browse" button
	Select file to upload <Initial.pdf>
	Select "Open"
	Select "All"
	Select "Add" button

	Select the "Save" button
	Select OPEID <???????> from the "Select OPEID" dropdown box
	Select "Browse" button
	Select file to upload <Initial.pdf>
	Select "Open"
	Select "Compliance Audit"
	Select "Add" button
	Select "Save & Proceed" button
	Select the "Select All" checkbox
	Select "Submit to ED" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Proprietary Unconsolidated Locator School Submission

	Enter username <unconsolidatedlocator> and password <Password1>
	Select the "Login" button
	Select the "Create Annual Submission" Link
	Enter begin date <07/01/2002> and end date <07/01/2003>
	Select <YES> for "Is this information correct?" in the Review Auditor Information section
	Select <YES> for "Are your Financial Statements in compliance with GAAP?"
	Select <YES> for "Are your Financial Statements in compliance with Government Auditing Standards?"
	Select opinion type <ADVERSE>
	Enter <90> for the "90/10 Revenue Attestation Percentage" for each OPEID

	Select <NO> for "Do you have the following disclosure in financial statement: Going Concern?"
	Select <NO> for "Do you have the following disclosure in financial statement: Contingent Liabilities?"
	Select <NO> for "Do you have the following disclosure in financial statement: Debt Agreement Violation?"
	Select <NO> for "Do you have the following disclosure in financial statement: ED Compliance Issue?"
	Select <NO> for "Do you have the following disclosure in financial statement: Revenue Recognition (prorata)?"
	Select <NO> for "Do you have the following disclosure in financial statement: Late Refunds?"
	Select "Save and Proceed" button
	Enter Cash and Cash Equivalents <9431>
	Enter Accounts Receivable - Student <14265>
	Enter Accounts Receivable - Employees <0>
	Enter Accounts Receivable - Related Parties, Secured <0>
	Enter Accounts Receivable - Related Parties, Unsecured <0>
	Enter Accounts Receivable - Other <0>
	Enter Allowance for Doubtful Accounts <0>
	Enter Prepaid Expenses <0>
	Enter Inventories <350>
	Enter Note Receivable - Related Parties, Secured <0>
	Enter Note Receivable - Related Parties, Unsecured <0>

	Enter Note Receivable - Other<0>
	Enter Investments (current) <0>
	Enter Deferred Advertising <0>
	Enter Deferred Income Tax - Current <0>
	Enter Other Current Assets <0>
	Enter Property and Equipment, including capitalized lease assets <149265>
	Enter Accumulated Depreciation <17757>
	Enter Intangible Assets (excluding Goodwill), net of amortization <0>
	Enter Goodwill, net <0>
	Enter Investments <0>
	Enter Note Receivable - Related Parties, Secured <0>
	Enter Note Receivable - Related Parties, Unsecured <0>
	Enter Note Receivable - Other<0>
	Enter Deferred Income Tax - Non-Current <0>
	Enter Other Assets <0>
	Enter Accounts Payable <0>
	Enter Refunds Payable <0>
	Enter Student Deposits & Advances <0>
	Enter Accrued Expenses <1778>
	Enter Current Portion of Long Term Debt <0>
	Enter Deferred Tuition <21394>
	Enter Deferred Taxes - Current <0>
	Enter Line of Credit <0>
	Enter Current Portion of Capital Lease Obligations <0>
	Enter Other Current Liabilities <0>
	Enter Long-Term Debt, net of current portion <0>
	Enter Deferred taxes - Non-Current <0>
	Enter Capital Lease Obligations <0>
	Enter Deferred Compensation <0>
	Enter Annuities Payable <0>
	Enter Post Employment & Retirement Benefits <0>
	Enter Other Liabilities <0>
	Enter Contributed Capital <132382>

	Enter Retained Earnings <0>
	Enter Common Stock <0>
	Enter Preferred Stock <0>
	Enter Paid in Capital Excess of Par <0>
	Enter Unrealized Gain (Loss) on Marketable Securities <0>
	Enter Comprehensive Income (Loss) <0>
	Enter Treasury Stock <0>
	Select "Calculate" button
	Select "Save & Proceed" button
	Enter Revenue <0>
	Enter Tuition & Fees <117843>
	Enter Other <0>
	Enter Non-Operating Income <0>
	Enter Gains on Sale of Investments, net of losses <0>
	Enter Interest Income <0>
	Enter Other <0>
	Enter Cost of Goods Sold <8442>
	Enter Salaries Expense <51229>
	Enter Rent Expense <1488>
	Enter Insurance Expense <1530>
	Enter Administrative Expenses <0>
	Enter Depreciation & Amortization Expense <8451>
	Enter Interest Expense <0>
	Enter Bad Debt Expense <0>
	Enter Marketing <0>
	Enter Recruiting <0>
	Enter Other Expenses <29284>
	Enter Provision for Income Taxes <0>
	Enter Extraordinary Gain (Loss), net of taxes <0>
	Enter Gain (Loss) from Discontinued Operations, net of taxes <0>

	Enter Gain (Loss) from Change in Accounting Principle, net of taxes <0>
	Enter Retained Earnings, beginning of year <104991>
	Enter Gain (Loss) from Correction of an Error, net of tax <0>
	Enter Distribution to Shareholders <1>
	Select "Calculate" button
	Select "Save & Proceed" button
	Enter Net Cash Provided by (Used in) Operating Activities <11690>
	Enter Net Cash Provided by (Used in) Investing Activities <-17571>
	Enter Net Cash Provided by (Used in) Financing Activities <9972>
	Enter Cash and Cash Equivalents at Beginning of Year <5340>
	Select "Calculate" button
	Select "Save & Proceed" button

	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>
	Enter begin date <07/01/2002> and end date <07/01/2003>
	Select <YES> for "Is this information correct?" in the Review Auditor Information section.
	Select <YES> for "Does audit contain any findings?"
	Select <NO> for "Pell Adjustments"
	Select <NO> for "Student Eligibility"
	Select <NO> for "Disbursements"
	Select <NO> for "Refunds"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide"
	Select opinion type <UNQUALIFIED>
	Select <NO> for "Were there audit findings in the previous year's audit?"
	Select <NO> for "Does Institution utilize a Third-Party Servicer"
	Select <Yes> for all options in item #10 "Does the...regarding:"
	Select the "Save" button
	Select the <unconsolidatedmember1> school link from the grid at the top of the page
	Repeat Steps

	Select "Save & Proceed" button
	Select <YES> for all Checklist items except for "Servicer Information Sheet"
	Select <No> for "Servicer Information Sheet"
	Enter <Mr. Bassman> for both Name items in the Contact Information section
	Enter <fish@hotmail.com> for both Email items in the Contact Information section
	Select the "Save" button
	Select OPEID <????????> from the "Select Compliance Audit" dropdown box
	Repeat Steps

	Select "Save & Proceed" button
	Select "Browse" button
	Select file to upload <Initial.pdf>
	Select "Open"
	Select "All"
	Select "Add" button
	Select the "Save" button
	Select OPEID <????????> from the "Select OPEID" dropdown box
	Select "Browse" button
	Select file to upload <Initial.pdf>
	Select "Open"
	Select "Compliance Audit"
	Select "Add" button

	Select "Save & Proceed" button
	Select the checkboxes next to OPEIDs <unconsolidated locator> and <unconsolidated member1>
	Select "Submit to ED" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Unconsolidated Member School Submission
	Enter username <unconsolidatedmember> and password <Password1>
	Select the "Login" button

	Select the "Create Annual Submission" Link
	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>
	Enter begin date <07/01/2002> and end date <07/01/2003>
	Select <YES> for "Is this information correct?" in the Review Auditor Information section.
	Select <YES> for "Does audit contain any findings?"
	Select <NO> for "Pell Adjustments"
	Select <NO> for "Student Eligibility"
	Select <NO> for "Disbursements"
	Select <NO> for "Refunds"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAGAS?"
	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide"
	Select opinion type <UNQUALIFIED>
	Select <NO> for "Were there audit findings in the previous year's audit?"
	Select <NO> for "Does Institution utilize a Third-Party Servicer"
	Select <Yes> for all options in item #10 "Does the...regarding:"

	Select "Save & Proceed" button
	Select <YES> for all Checklist items except for "Servicer Information Sheet"
	Select <No> for "Servicer Information Sheet"
	Enter <Mr. Bassman> for both Name items in the Contact Information section
	Enter <fish@hotmail.com> for both Email items in the Contact Information section

	Select "Save & Proceed" button
	Select "Browse" button
	Select file to upload <Initial.pdf>
	Select "Open"
	Select "All"
	Select "Add" button
	Select "Compliance Audit," de-select "All"
	Select "Add" button
	Select "Save & Proceed" button
	Select the "Select All" checkbox

	Select "Submit to ED" button
	Select the checkbox next to OPEID <????????>, de select the "Select All"
	Select "Submit to ED" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Checking the Locator Home Page
	Enter username <unconsolidatedlocator> and password <Password1>
	Select the "Login" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Checking the QC
	Enter username <pscree03> and password <Password1>
	Select the "Login" button
	Survey the "Pending QC Review" and verify that there is only one Consolidated Financial Statement for the Consolidated/Unconsolidated School Group

	Survey the "Pending QC Review" and verify that there is a Compliance Audit for each School in the Consolidated/Unconsolidated School Group
	Select the Annual Financial Statement for <unconsolidated Locator> by selecting the School Name in the "Pending QC Review" queue
	Select the <YES> button for the first question, "Validate PDFs"
	Select <Yes> for "Were the Financial Statement questions answered correctly?"
	Select <Yes> for "Does the checklist contain valid answers?"
	Select <Yes> for "Are all required documents attached?"
	Select <Yes> for "Are all required attachments properly presented?"
	Select <Complete> for "Completeness Status"
	Select the "Submit" button from the bottom of the page
	Select the Annual Financial Statement for <unconsolidated Locator> by selecting the School Name in the "Pending QC Approval" queue
	Select the "Submit" button from the bottom of the page

	Select the Annual Compliance for <unconsolidated Locator> by selecting the School Name in the "Pending QC Review" queue
	Select the <YES> button for the first question, "Validate PDFs"
	Select <Yes> for "Were the Compliance Audit questions answered correctly?"
	Select <Yes> for "Does the checklist contain valid answers?"
	Select <Yes> for "Are all required documents attached?"
	Select <Yes> for "Are all required attachments properly presented?"
	Select <Complete> for "Completeness Status"
	Select the "Submit" button from the bottom of the page
	Select the Annual Compliance for <unconsolidated Locator> by selecting the School Name in the "Pending QC Approval" queue
	Select the "Submit" button from the bottom of the page

	Select the Annual Compliance for <unconsolidated member1> by selecting the School Name in the "Pending QC Review" queue
	Select the <YES> button for the first question, "Validate PDFs"
	Select <Yes> for "Were the Compliance Audit questions answered correctly?"
	Select <Yes> for "Does the checklist contain valid answers?"
	Select <Yes> for "Are all required documents attached?"
	Select <Yes> for "Are all required attachments properly presented?"
	Select <Complete> for "Completeness Status"
	Select the "Submit" button from the bottom of the page
	Select the Annual Compliance for <unconsolidated member1> by selecting the School Name in the "Pending QC Approval" queue
	Select the "Submit" button from the bottom of the page

	Select the Annual Compliance for <unconsolidated member2> by selecting the School Name in the "Pending QC Review" queue
	Select the <NO> button for the first question, "Validate PDFs", and select "Audited Compliance Audit" from the Listbox
	Scroll to the bottom of the page and select the "Save Button"
	Scroll to the bottom of the page, select the "Incomplete" option from "Decision/Outcome", and select the "Submit" button
	Select the "Accept" button from the bottom of the page
	Select the Annual Compliance for <unconsolidated member2> by selecting the School Name in the "Pending QC Approval" queue
	Select the "Submit" button from the bottom of the page
	Select the Logout link from the top navigation bar
	Select the Login link
	Checking a Resubmit link for UC Locator
	Enter username <unconsolidatedlocator> and password <Password1>

	Select the "Login" button
	Select the "Resubmit Annual Submission" link on the left navigation bar
	Select the "Submit" link from the left navigation bar
	Select the checkboxes next to OPEIDs <unconsolidated locator> and <unconsolidated member1>
	Select "Submit to ED" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Checking a Resubmit link for UC Member

	Enter username <unconsolidatedmember2> and password <Password1>
	Select the "Login" button
	Select the "Resubmit Annual Submission" link on the left navigation bar
	Select the "Submit" link from the left navigation bar
	Select the checkbox next to OPEID <unconsolidated member2>
	Select "Submit to ED" button
	Select the Logout link from the top navigation bar
	Select the Login link
	QC'ing the Resubmitted Annual Submission
	Enter username <pscree03> and password <Password1>

	Select the "Login" button
	Repeat Steps
	Select the <YES> button for the first question, "Validate PDFs"
	Select <Yes> for "Were the Compliance Audit questions answered correctly?"
	Select <Yes> for "Does the checklist contain valid answers?"
	Select <Yes> for "Are all required documents attached?"
	Select <Yes> for "Are all required attachments properly presented?"
	Select <Complete> for "Completeness Status"
	Select the "Submit" button from the bottom of the page
	Select the Logout link from the top navigation bar
	Select the Login link
	Assigning the Annual Submission
	Enter username <colead01> and password <Password1>
	Select the "Login" button

	Select the Compliance Audit Submission for <unconsolidated locator> by selecting the School Name
	Write down the Audit Control Number (or ACN) of the Submission
	Select the eZ-Audit Home link from the top navigation bar
	Select the Compliance Audit Submission for <unconsolidated member1> by selecting the School Name
	Write down the Audit Control Number (or ACN) of the Submission
	Verify that the ACN of the Locator School Compliance Audit is different from the ACN of the Member School Compliance Audit
	Select the eZ-Audit Home link from the top navigation bar
	Select the Compliance Audit Submission for <unconsolidated member2> by selecting the School Name
	Write down the Audit Control Number (or ACN) of the Submission
	Verify that the ACN of the Locator School Compliance Audit is different from the ACN of both of the Member School Compliance Audits
	Select the eZ-Audit Home link from the top navigation bar

	Locate the Consolidated Financial Statement for <unconsolidated locator> and assign the submission by selecting "FA1" from the dropdown list and selecting the "assign" button
	Locate the Compliance Audit for <unconsolidated member1> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button
	Locate the Compliance Audit for <unconsolidated locator> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button
	Locate the Compliance Audit for <unconsolidated member2> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button
	Select the Logout link from the top navigation bar
	Select the Login link
	Case Review of the Annual Submission
	Enter username <fsinat01> and password <Password1>
	Click the Login button
	Locate the Consolidated Financial Statement for <unconsolidated locator> and select the Submission by selecting the School Name

	Select the "View Attachments" link from the left nav bar
	Select the Logout link from the top navigation bar
	Select the Login link
	Non-Profit C/C Annual Submission
	Enter username <consolidatedschool> and password <Password1>
	Select the "Login" button
	Select "Create FYE 06/30/2002 Annual Submission" link

Enter begin date <07/01/2002> and end date <07/01/2003>
Select <YES> for "Is this information correct?" in the Review Auditor Information section
Select <YES> for "Are your Financial Statements in accordance with GAAP?"
Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"
Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box
Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"
Select <YES> for "were material weaknesses identified?"
Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"
Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"
Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"
Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"
Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"
Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"
Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"

Select "Statement of Financial Position" link
Enter Cash and Cash Equivalents <1316947>
Enter Restricted Assets <100>
Enter Accounts Receivable - Student <0>
Enter Accounts Receivable - Employees <0>
Enter Accounts Receivable - Related Parties, Secured <0>
Enter Accounts Receivable - Related Parties, Unsecured <0>
Enter Accounts Receivable - Other <609562>
Enter Allowance for Doubtful Accounts <6851>
Enter Prepaid Expenses <0>
Enter Inventories <119236>
Enter Notes Receivable - Related Parties, Secured <100>
Enter Notes Receivable - Related Parties, Unsecured <100>
Enter Notes Receivable - Other <100>
Enter Contributions/Pledges Receivable <100>
Enter Student Loans Receivable <100>
Enter Property, Plant and Equipment, including capitalized lease assets <7634519>
Enter Accumulated Depreciation <1393079>
Enter Bond Issuance Costs <0>
Enter Intangible Assets, net of amortization <0>
Enter Investments <41909>
Enter Deferred Advertising/Marketing/Recruiting Costs <100>
Enter Interest in Trusts Held by Others <100>
Enter Other Assets <10921>

Enter Accounts Payable <305807>
Enter Refunds Payable <0>
Enter Student Deposits & Advances <0>
Enter Accrued Expenses <99206>
Enter Deferred Tuition <1031896>
Enter Lines of Credit <0>
Enter Current Portion of Long-Term Debt <100>
Enter Capital Lease Obligations <4373160>
Enter Long-Term Debt <100>
Enter Post Employment & Post Retirement Benefits <0>
Enter Minimum Pension Liability <100>
Enter Deferred Compensation <0>
Enter Liability Under Split Interest Agreements <100>
Enter Government Advances for Student Loans <100>
Enter Other Liabilities <0>
Enter Unrestricted Net Assets <2488913>
Enter Split Interest Agreements and Term Endowments <100>
Enter Other <34382>
Enter Permanently Restricted Net Assets <0>
Select "Calculate" button
Select "Save & Proceed" button
Enter Tuition & Fees <7072934>
Enter Government Appropriations <100>
Enter Government Grants and Contracts <100>
Enter Private Gifts, Grants, and Contracts <100>
Enter Auxiliary Enterprises <488509>
Enter Investment Income <40182>
Enter Hospital Revenue <100>

Enter Other Income <0>
Enter Net Assets Released From Restrictions <45188>
Enter Instruction Expense <2657580>
Enter Research Expense <0>
Enter Public Service Expense <0>
Enter Academic Support Expense <795421>
Enter Student Services Expense <1708568>
Enter Institutional Support Expense <1242882>
Enter Auxiliary Enterprises Expense <410076>
Enter Net Grant Aid to Students <100>
Enter Hospital Services <100>
Enter Other Expenses <0>
Enter Net Assets Released to Restrictions <0>
Enter Gain (Loss) on Discounted Operations <100>
Enter Gain (Loss) from Change in Accounting Principle <100>
Enter Extraordinary Gain (Loss) <100>
Enter Unrestricted Net Assets at Beginning of Year <1656627>
Enter Gain (Loss) from Correction of Error (100)
Select the Calculate button.

Select "Save & Proceed" button

Select programs audited <PELL, FSEOG, FWS, FFELP>
Select <NO> for Student Financial Aid Cluster audited as a major program
Enter begin date <08/01/2003> and end date <07/30/2004>
Select <YES> for "Is this information correct?" in the Review Auditor Information section.
Select <YES> for "Does A-133 report contain any findings?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"
Select type of Auditor's Report as <UNQUALIFIED>
Select <YES> for "were material weaknesses identified?"
Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?"
Select "Save" button
Select <OPEID> from the dropdown box
Repeat Steps
Select "Save & Proceed" button

Select <YES> for Statement of Financial Position
Select <YES> for Statement of Activities
Select <YES> for Notes to Financial Statements
Select <YES> for Schedule of Expenditures of Federal Awards
Select <YES> for Corrective Action Plan
Select <YES> for Schedule of Findings and Questioned Costs

Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report
Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field
Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select the "Save" button
Select OPEID <????????> from the "Select Compliance Audit" dropdown box
Repeat Steps
Select "Save & Proceed" button

Select "Browse" button
Select file to upload <A133NP.pdf>
Select "Open"
Select "All"
Select "Add" button
Select the "Save" button
Select <OPEID> from the dropdown box
Select "Browse" button
Select file to upload <A133NP.pdf>
Select "Open"
Select "Compliance Audit"
Select "Add" button

Select "Save & Proceed" button

Check the box next to "Select All"	
Select "Submit to ED" button	
Select the Logout link from the top navigation bar	
Select the Login link	
UC/C Non-Profit Submission	
Enter username <unconsolidatedlocator> and password <Password1>	
Select the "Login" button	

Select "Create FYE 07/01/2003 Annual Submission" link

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"
Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"
Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"
Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"
Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"
Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"
Select "Statement of Financial Position" link
Enter Cash and Cash Equivalents <1316947>
Enter Restricted Assets <100>
Enter Accounts Receivable - Student <0>
Enter Accounts Receivable - Employees <0>
Enter Accounts Receivable - Related Parties, Secured <0>
Enter Accounts Receivable - Related Parties, Unsecured <0>
Enter Accounts Receivable - Other <609562>
Enter Allowance for Doubtful Accounts <6851>
Enter Prepaid Expenses <0>
Enter Inventories <119236>
Enter Notes Receivable - Related Parties, Secured <100>
Enter Notes Receivable - Related Parties, Unsecured <100>

Enter Notes Receivable - Other <100>
Enter Contributions/Pledges Receivable <100>
Enter Student Loans Receivable <100>
Enter Property, Plant and Equipment, including capitalized lease assets <7634519>
Enter Accumulated Depreciation <1393079>
Enter Bond Issuance Costs <0>
Enter Intangible Assets, net of amortization <0>
Enter Investments <41909>
Enter Deferred Advertising/Marketing/Recruiting Costs <100>
Enter Interest in Trusts Held by Others <100>
Enter Other Assets <10921>
Enter Accounts Payable <305807>
Enter Refunds Payable <0>
Enter Student Deposits & Advances <0>
Enter Accrued Expenses <99206>
Enter Deferred Tuition <1031896>
Enter Lines of Credit <0>
Enter Current Portion of Long-Term Debt <100>
Enter Capital Lease Obligations <4373160>
Enter Long-Term Debt <100>
Enter Post Employment & Post Retirement Benefits <0>
Enter Minimum Pension Liability <100>
Enter Deferred Compensation <0>
Enter Liability Under Split Interest Agreements <100>
Enter Government Advances for Student Loans <100>
Enter Other Liabilities <0>
Enter Unrestricted Net Assets <2488913>
Enter Split Interest Agreements and Term Endowments <100>
Enter Other <34382>
Enter Permanently Restricted Net Assets <0>

Select "Calculate" button
Select "Save & Proceed" button
Enter Tuition & Fees <7072934>
Enter Government Appropriations <100>
Enter Government Grants and Contracts <100>
Enter Private Gifts, Grants, and Contracts <100>
Enter Auxiliary Enterprises <488509>
Enter Investment Income <40182>
Enter Hospital Revenue <100>
Enter Other Income <0>
Enter Net Assets Released From Restrictions <45188>
Enter Instruction Expense <2657580>
Enter Research Expense <0>
Enter Public Service Expense <0>
Enter Academic Support Expense <795421>
Enter Student Services Expense <1708568>
Enter Institutional Support Expense <1242882>
Enter Auxiliary Enterprises Expense <410076>
Enter Net Grant Aid to Students <100>
Enter Hospital Services <100>
Enter Other Expenses <0>
Enter Net Assets Released to Restrictions <0>
Enter Gain (Loss) on Discounted Operations <100>
Enter Gain (Loss) from Change in Accounting Principle <100>
Enter Extraordinary Gain (Loss) <100>
Enter Unrestricted Net Assets at Beginning of Year <1656627>

Enter Gain (Loss) from Correction of Error (100)
Select the Calculate button.
Select "Save & Proceed" button
Select programs audited <PELL, FSEOG, FWS, FFELP>
Select <NO> for Student Financial Aid Cluster audited as a major program
Enter begin date <07/01/2002> and end date <07/01/2003>
Select <YES> for "Is this information correct?" in the Review Auditor Information section.
Select <YES> for "Does A-133 report contain any findings?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"
Select type of Auditor's Report as <UNQUALIFIED>
Select <YES> for "were material weaknesses identified?"
Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?"
Select "Save" button
Select <OPEID> from the dropdown box
Repeat Steps
Select "Save & Proceed" button

Select <YES> for Statement of Financial Position
Select <YES> for Statement of Activities
Select <YES> for Notes to Financial Statements
Select <YES> for Schedule of Expenditures of Federal Awards
Select <YES> for Corrective Action Plan
Select <YES> for Schedule of Findings and Questioned Costs
Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report
Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field

Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select the "Save" button
Select OPEID <???????> from the "Select Compliance Audit" dropdown box
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <A133NP.pdf>
Select "Open"
Select "All"
Select "Add" button
Select the "Save" button
Select <OPEID> from the dropdown box
Select "Browse" button
Select file to upload <A133NP.pdf>
Select "Open"
Select "Compliance Audit"

Select "Add" button

Select "Save & Proceed" button

Check the boxes next to "unconsolidated locator"
and "unconsolidated member"

Select "Submit to ED" button

Select the Logout link from the top navigation
bar

Select the Login link

C/UC Non-Profit Member Submission

Enter username <unconsolidatedlocator> and
password <Password1>

Select the "Login" button

Select "Create FYE 07/01/2003 Annual Submission" link

Select programs audited <PELL, FSEOG, FWS, FFELP>

Select <NO> for Student Financial Aid Cluster audited as a major program

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section.

Select <YES> for "Does A-133 report contain any findings?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"

Select type of Auditor's Report as <UNQUALIFIED>

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <NO> for "Were there audit findings in the previous year's A-133 report?"

Select <NO> for "Does Institution utilize a Third Party Servicer?"

Select "Save & Proceed" button

Select <YES> for Statement of Financial Position

Select <YES> for Statement of Activities

Select <YES> for Notes to Financial Statements

Select <YES> for Schedule of Expenditures of Federal Awards

Select <YES> for Corrective Action Plan

Select <YES> for Schedule of Findings and Questioned Costs
Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report
Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field
Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <A133NP.pdf>

Select "Open"
Select "All"
Select "Add" button
Select "Compliance Audit" checkbox and de-select "All"
Select "Add" button
Select "Save & Proceed" button
Check the box next to "Select All"
Select "Submit to ED" button
Check the box next to <OPEID>
Select "Submit to ED" button
Select the Logout link from the top navigation bar
Select the Login link
C/C Public School Group Institution
Enter username <consolidatedlocator> and password <Password1>

Select the "Login" button

Select "Create FYE 07/01/2003 Annual
Submission" link

Enter begin date <07/01/2002> and end date
<07/01/2003>

Select <YES> for "Is this information correct?" in
the Review Auditor Information section

Select <YES> for "Are your Financial Statements
in accordance with GAAP?"

Select <YES> for "Are your Financial Statements
audited in accordance with Government
Auditing Standards?"

Select opinion type <ADVERSE> from Auditor
Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory
paragraph included in the audit report?"

Select <YES> for "were material weaknesses
identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"
Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"
Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"
Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"
Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"
Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"
Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"

Select "Save & Proceed" button

Select programs audited <PELL, FSEOG, FWS, FFELP>
Select <NO> for Student Financial Aid Cluster audited as a major program
Enter begin date <08/01/2003> and end date <07/30/2004>
Select <YES> for "Is this information correct?" in the Review Auditor Information section.
Select <YES> for "Does A-133 report contain any findings?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"
Select type of Auditor's Report as <UNQUALIFIED>
Select <YES> for "were material weaknesses identified?"
Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?"
Select "Save" button
Select <OPEID> from the dropdown box
Repeat Steps

Select "Save & Proceed" button

Select <YES> for Statement of Financial Position
Select <YES> for Statement of Activities
Select <YES> for Notes to Financial Statements
Select <YES> for Schedule of Expenditures of Federal Awards
Select <YES> for Corrective Action Plan
Select <YES> for Schedule of Findings and Questioned Costs
Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report

Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field
Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select "Save" button
Select <OPEID> from the dropdown box
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <A133P.pdf>
Select "Open"

Select "All"
Select "Add" button
Select "Save" button
Select OPEID <????????> from the "Select OPEID" dropdown box
Select "Browse" button
Select file to upload <A133P.pdf>
Select "Open"
Select "Compliance Audit"
Select "Add" button
Select "Save & Proceed" button

Select the "Select All" checkbox	
Select "Submit to ED" button	
Select the Logout link from the top navigation bar	
Select the Login link	
UC/C Public School Group Institution	
Enter username <consolidatedlocator> and password <Password1>	
Select the "Login" button	

Select "Create FYE 07/01/2003 Annual Submission" link

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"
Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"
Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"
Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"
Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"
Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"
Select "Save & Proceed" button
Select programs audited <PELL, FSEOG, FWS, FFELP>
Select <NO> for Student Financial Aid Cluster audited as a major program

Enter begin date <08/01/2003> and end date <07/30/2004>
Select <YES> for "Is this information correct?" in the Review Auditor Information section.
Select <YES> for "Does A-133 report contain any findings?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"
Select type of Auditor's Report as <UNQUALIFIED>
Select <YES> for "were material weaknesses identified?"
Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?"
Select "Save" button
Select <OPEID> from the dropdown box
Repeat Steps
Select "Save & Proceed" button

Select <YES> for Statement of Financial Position
Select <YES> for Statement of Activities
Select <YES> for Notes to Financial Statements
Select <YES> for Schedule of Expenditures of Federal Awards
Select <YES> for Corrective Action Plan
Select <YES> for Schedule of Findings and Questioned Costs
Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report
Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field
Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select "Save" button

Select <OPEID> from the dropdown box
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <A133P.pdf>
Select "Open"
Select "All"
Select "Add" button
Select "Save" button
Select OPEID <????????> from the "Select OPEID" dropdown box
Select "Browse" button
Select file to upload <A133P.pdf>
Select "Open"
Select "Compliance Audit"
Select "Add" button

Select "Save & Proceed" button

Select the "unconsolidated locator" and "unconsol

Select "Submit to ED" button

Select the Logout link from the top navigation bar

Select the Login link

UC/C Public School Group Institution

Enter username <unconsolidatedmember2> and password <Password1>

Select the "Login" button

Select "Create FYE 07/01/2003 Annual Submission" link
Select programs audited <PELL, FSEOG, FWS, FFELP>
Select <NO> for Student Financial Aid Cluster audited as a major program
Enter begin date <07/01/2002> and end date <07/01/2003>
Select <YES> for "Is this information correct?" in the Review Auditor Information section.
Select <YES> for "Does A-133 report contain any findings?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"
Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"
Select type of Auditor's Report as <UNQUALIFIED>
Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"
Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?"
Select "Save & Proceed" button
Select <YES> for Statement of Financial Position
Select <YES> for Statement of Activities
Select <YES> for Notes to Financial Statements
Select <YES> for Schedule of Expenditures of Federal Awards
Select <YES> for Corrective Action Plan
Select <YES> for Schedule of Findings and Questioned Costs
Select <NO> for Summary schedule of prior year audit findings
Select <YES> for Independent Auditor's Report

Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
Enter: "Ben Lopez" in Financial Statements Contact Name field
Enter: "Ben@Lopez.com" in Financial Statements Contact Email field
Enter: "Kevin Rowland" in Compliance Audit Contact Name field
Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <A133P.pdf>
Select "Open"
Select "All"
Select "Add" button

Select "Compliance Audit" and De-select "All"
Select "Save & Proceed" button
Select the "unconsolidated member2" checkbox
Select "Submit to ED" button
Select the Logout link from the top navigation bar
Select the Login link

School Group

The purpose of this script is to test the system's ability to process School Group Submissions
Ben Lopez

Expected Results
Browser opens
System presents the login page
Username is displayed in the username field.
Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation: <ul style="list-style-type: none">- eZ-Audit Home- Help- Logout
The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information

- Records indicate your Current Auditor Is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN

4. Are your financial statements prepared in accordance with Generally Accepted Accou

Field accepts input

Field accepts input

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Field accepts input		
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Field accepts input

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Field accepts input

System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee

Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities, Total Current Liabilities*, Long-

Field accepts input

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Field accepts input

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[illegible]

Field accepts input
Field accepts input
System refreshes "Income Statement" page with values previously entered pre- populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Income
System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload A
Field accepts input
Field accepts input
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Field accepts input
System refreshes "Cash Flows Statement" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091) Cash and Cash Equivalen

System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The

2. Indicate the Title IV program(s) in which your institution participates:
(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)

3. Indicate the Period Audited (MM/DD/YYYY)

- Begin Date
- End Date
- Reason if Less than 1 Year

4. Review

Field accepts input

Field accepts input

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Field accepts input
The system saves the page and redisplay the Compliance Audit Info page
The system displays the Compliance Audit Info Page, but the page should now say “You are currently viewing the Compliance Audit OPEID: ????????”
System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements -Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has t

Select Compliance Audit (dropdown box):

<consolidatedlocator>

OPEID:<????????>

Note: For each text label Yes/No/NA radio buttons and a text box are provided.

2) Are the following items included in the attachment of your Compliance Audit?

- Servicer Info

3) Contact Information/ Additional Notes

Please let us know who to contact.....submission.

Financial Statement Contact

-Name

-Email

Compliance Audit Contact

-Name

-Email

Enter any addition information

Note: Text boxes are provided for the user to input con

Fields accept input

Fields accept input

Fields accept input

Fields accept input

The system saves the information entered and redisplay the Checklist Page

OPEID ??????? Now appears in the dropdown box

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The content

Select OPEID (dropdown box) <????????>

Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.

There are also Cancel, Save, and Sav

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

The system saves the information entered and redisplay the Upload Page. At the bottom of the page, OPEID ??????? Should appear with a grid titled "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed
OPEID ??????? Now appears in the dropdown box
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"
<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the</p>
If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi
The Select All checkbox is checked
<p>System displays the "Institution Home" page with the following text message displayed below the Notification heading:</p> <p>Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the sub</p>
The system displays the Logout page with a hyperlink to the Login Page
The system displays the eZ-Audit Login Page

Username is displayed in the username field.
--

Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information

- Records indicate your Current Auditor Is: <Pricewaterhouse 111111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN

4. Are your financial statements prepared in accordance with Generally Accepted Accou

Field accepts input

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System refreshes "Balance Sheet" page with values previously entered pre- populated. In addition, the system has calculated values and pre-populated the following fields: Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046) Net Property &
System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s),
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System refreshes "Income Statement" page with values previously entered pre- populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Income
System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload A
Field accepts input
Field accepts input
Field accepts input
Field accepts input
System refreshes "Cash Flows Statement" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091) Cash and Cash Equivalen
System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The c

2. Indicate the Title IV program(s) in which your institution participates: (FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date - End Date - Reason if Less than 1 Year 4. Review
Field accepts input
Field accepts input
Field accepts input
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Field accepts input
Field accepts input
The system saves the page and redisplay the Compliance Audit Info page
The system displays the Compliance Audit Info Page, but the page should now say "You are currently viewing the Compliance Audit OPEID: ????????"

System displays the "Checklist" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Checklist
- Upload Attachment(s)
- Submit

The contents area of the page has t

Select Compliance Audit (dropdown box):

<unconsolidatedlocator>

OPEID:<????????>

Note: For each text label Yes/No/NA radio buttons and a text box are provided.

2) Are the following items included in the attachment of your Compliance Audit?

- Service In

3) Contact Information/ Additional Notes

Please let us know who to contact.....submission.

Financial Statement Contact

-Name

-Email

Compliance Audit Contact

-Name

-Email

Enter any addition information

Note: Text boxes are provided for the user to input con

Fields accept input

Fields accept input

Fields accept input

Fields accept input

The system saves the information entered and redisplay the Checklist Page

OPEID ?????? Now appears in the dropdown box

<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The content</p>
<p>Select OPEID (dropdown box) <????????></p> <p>Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.</p> <p>There are also Cancel, Save, and Sav</p>
<p>System displays window that allows user to browse their computer and select a file to upload.</p>
<p>System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.</p>
<p>Field accepts input</p>
<p>System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"</p>
<p>The system saves the information entered and redisplay the Upload Page. At the bottom of the page, OPEID ???????? Should appear with a grid titled "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed</p>
<p>OPEID ???????? Now appears in the dropdown box</p>
<p>System displays window that allows user to browse their computer and select a file to upload.</p>
<p>System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.</p>
<p>Field accepts input</p>
<p>System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"</p>

<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the</p>
<p>If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi</p>
<p>The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked</p>
<p>System displays the "Institution Home" page with the following text message displayed below the Notification heading:</p> <p>Your have submitted your portion of the Annual Submission. OPEID <?????????> has not yet submitted a Compliance Audit</p> <p>Also, Create Annua</p>
<p>The system displays the Logout page with a hyperlink to the Login Page</p>
<p>The system displays the eZ-Audit Login Page</p>
<p>Username is displayed in the username field.</p> <p>Password is displayed in the password field with *s</p>
<p>System presents the "Institution Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>The page also contains left navigation links with the headings:</p> <p>Create Annual Submission</p> <p>Other Submission</p> <p>Administration</p>

<p>System displays the "Compliance Audit Information" page. The page contains top navigation:</p> <ul style="list-style-type: none">- eZ-Audit Home- Help- Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none">- Compliance Audit- Completeness Checklist- Upload Attachments- Submit <p>The contents area of the pag</p>

- Left navigation consists of:

- The contents area of the pag

- Begin Date
- End Date
- Reason if Less than 1 Year

4. Review

Field accepts input

Field accepts input

Field accepts input

Field accepts input	
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Field accepts input

Field accepts input

System displays the "Checklist" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Compliance Audit
- Checklist
- Upload Attachment(s)
- Submit

The contents area of the page has the heading "ESA Initial

Select Compliance Audit (dropdown box):

<unconsolidatedmember2>

OPEID:<????????>

Note: For each text label Yes/No/NA radio buttons and a text box are provided.

2) Are the following items included in the attachment of your Compliance Audit?

- Service In

3) Contact Information/ Additional Notes

Please let us know who to contact.....submission.

Financial Statement Contact

-Name

-Email

Compliance Audit Contact

-Name

-Email

Enter any addition information

Note: Text boxes are provided for the user to input con

Fields accept input, EXCEPT FOR FINANCIAL STATEMENT-RELATED QUESTIONS AS UC MEMBERS DO NOT HAVE WRITE-ACCESS TO THEM

Fields accept input

Fields accept input

Fields accept input

<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has</p>
<p>Select OPEID (dropdown box) <????????></p> <p>Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.</p> <p>There are also Cancel, Save, and Sav</p>
<p>System displays window that allows user to browse their computer and select a file to upload.</p>
<p>System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.</p>
<p>Field accepts input</p>
<p>System displays error message that members cannot upload all or consolidated finacial statements</p>
<p>Field accepts input</p>
<p>System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"</p>
<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the page has the heading "</p>
<p>If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi</p>
<p>The Select All checkbox is checked</p>

System displays an error message that a member school may not submit for all Institutions of a School Group
The checkbox next to OPEID <????????> is checked
System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission.
The system displays the Logout page with a hyperlink to the Login Page
The system displays the eZ-Audit Login Page
Username is displayed in the username field. Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation: <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration</p> <p>There is a new No</p>
The system displays the Logout page with a hyperlink to the Login Page
The system displays the eZ-Audit Login Page
Username is displayed in the username field. Password is displayed in the password field with *s
System presents the "QC Home Page." The page contains top navigation: <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading t</p>
There is only one Consolidated Financial Statement in the Pending QC Review queue listed under <unconsolidated locator>

There are three Compliance Audits: one for <unconsolidated locator>, one for <unconsolidated member1>, and one for <unconsolidated member2>
<p>System presents the "Financial Statement QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Compl
<p>Submission Quality</p> <p>1. Were the Financial Statement questions answered correctly? Yes No</p> <p>If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p>
<p>Complete Score Calculation</p> <p>Link to Score Calculation worksheets (not required for flagged submissions)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (syste
The "YES" button is selected
Field accepts value
Field accepts value
Field accepts value
Field accepts value
Field accepts value
The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)
The "Financial QC Page" is presented again.
The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

Submission Quality

1. Were the Compliance Audit questions answered correctly? Yes No

If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1.

Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

Submission Quality

1. Were the Compliance Audit questions answered correctly? Yes No

If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1.

Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

Submission Quality

1. Were the Compliance Audit questions answered correctly? Yes No

If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1.

Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio bu

The <NO> button is selected and "Audit Compliance Audit" is highlighted

The Financial Statements QC page is displayed with the above selections made, with a new heading "Decision/Outcome" and the following questions:

- eZ-Audit recommended decision (system generated value)
- System Flag
- Completeness Status (QC User determin

The system displays the "Incomplete Submission Letter" preview page. Under the Financial Statements heading, a bulletpoint will appear stating "Audited Financial Statements not viewable"

The system returns the user to the "QC Home Page"

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission
Other Submission
Administration

There is a new No

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information

- Records indicate your Current Auditor Is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN

4. Are your financial statements prepared in accordance with Generally Accepted Accou

The system displays the Submit Page

The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your have submitted your portion of the Annual Submission. OPEID <????????> has not yet submitted a Compliance Audit

Also, Resubmit Ann

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.
Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation: <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>The page also contains left navigation links with the headings:</p> <p>Create Annual Submission</p> <p>Other Submission</p> <p>Administration</p> <p>There is a new No</p>
System displays the "Compliance Audit Information" page. The page contains top navigation: <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the pag</p>
2. Indicate the Title IV program(s) in which your institution participates: (FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)
3. Indicate the Period Audited (MM/DD/YYYY) <ul style="list-style-type: none"> - Begin Date - End Date - Reason if Less than 1 Year
4. Review
The system displays the Submit Page
The checkbox next to <unconsolidated member2> is checked
System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your have submitted your portion of the Annual Submission.
The system displays the Logout page with a hyperlink to the Login Page
The system displays the eZ-Audit Login Page
Username is displayed in the username field.
Password is displayed in the password field with *s

<p>System presents the "QC Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading to</p>
The "YES" button is selected
Field accepts value
Field accepts value
Field accepts value
Field accepts value
Field accepts value
The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)
The system displays the Logout page with a hyperlink to the Login Page
The system displays the eZ-Audit Login Page
Username is displayed in the username field.
Password is displayed in the password field with *s
<p>System presents the "Co-Team Lead Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout <p>Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval Subm</p>

System presents the "Submission Summary" Page for this Submission. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Team Queue
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statement

Financial Statement

- Financial Analyst
- Reason for Flagging
- Years in Zone
- eZ-Audit Composite Score
- ED Composite Score
- Determination
- Determination Date
- Completeness Status
- Pre-Screener
- Screen Date

Compliance Audit

- Compliance Audit Spec

The "Co-Team Lead" Home Page is displayed

The "Submission Summary" Page for this Submission is displayed

The ACNs are different

The "Co-Team Lead" Home Page is displayed

The "Submission Summary" Page for this Submission is displayed

The ACNs are different

The "Co-Team Lead" Home Page is displayed

The Consolidated Financial Statement is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with *s

The system presents the ARS home page which consists of "My Queue" showing the following information about each submission: Institution, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submissi

The system presents the "Submission Summary" page for Annual Submission. There is a left-navigation bar and a content area. The main content area displays: Institution Name (link to Institution Profile Page), OPEID, ACN, and FYE Date.

The left navigatio

The "Institution Info" section contains:

- OPEID:
- DUNS:
- ACN:
- Fiscal Year:
- Date Submission Received:
- Title IV Eligibility Status:
- All Submissions Current:
- Missing Submissions:

The "Financial Statement" section contains:

- Financial Anal

The "Compliance Audit" section contains:

- Compliance Audit Specialist:
- Resolution Due Date:
- Reason for Referral:
- Completeness Status:
- Pre-Screener:
- Screen Date:

Page also contains "Financial Statement Completeness", "Compliance Audit Complet

The system displays the "File Upload" page. The top of the page displays "Proprietary Annual Submission File Upload," Institution Name, and OPEID. The main content of the page displays lists of attached files separated by OPEID. There should be three a

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information:

- Records indicate your Current Auditor is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:

4. Are your financial statements prepared in accordance with Generally Accepted Accoun

Field accepts input

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System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Financial Position Dat

Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pensio

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Field accepts input
Field accepts input
System refreshes "Statment of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capita
System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the h
Field accepts input
Field accepts input
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Field accepts input
Field accepts input
Field accepts input
Field accepts input

[illegible]

System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The

A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo

8. For internal control over major programs:

- a) were material weaknesses identified? (Yes/No)

- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)

9. Were there audit findings in the previous

Field accepts input

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Field accepts input

Field accepts input

System redisplay the Compliance Audit Page

<OPEID> is displayed in the dropdown box

System displays the "Checklist" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of th

Text labels displayed in Section 1 are:

- Statement of Financial Position
- Statement of Activities
- Cash Flows Statement
- Notes to Financial Statements
- Independent Auditors Report
- Independent Auditors Report on Compliance and on Internal Control ov

Section (3), Contact Information/ Additional Notes, contains:

- A Message displaying : "Please let us know who to contact with questions regarding this submission."
- Financial Statement Contact
 - Name
 - Email
- Compliance Audit Contact
 - Name
 - Email

Field accepts input

Field accepts input

Field accepts input

Field accepts input

Field accepts input

Field accepts input

Field accepts input
Field accepts input
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Field accepts input
Field accepts input
Field accepts input
System displays the Checklist page
OPEID ?????? Now appears in the dropdown box
<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p><u>The content</u></p> <p>Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Co</p>

System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
System re-displays the Upload Attachments page
<OPEID> is displayed in the dropdown box
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the b

The "Select All" box is checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has p

System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

Username is displayed in the username field.

Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information:

- Records indicate your Current Auditor is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:

4. Are your financial statements prepared in accordance with Generally Accepted Accoun

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System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Financial Position Dat

Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pension

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System refreshes "Statment of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are:
Net Accounts Receivable: <602,711>
Net Property & Equipment including capita

System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the h

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<p>System refreshes "Statement of Activities" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are:</p> <p>Total Unrestricted Revenues: <7,647,213></p> <p>Total Unrestricted Expenses: <6,814,727></p> <p>Cha</p> <p>System displays the "Compliance Audit Information" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The</p>
<p>A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo</p>
<p>8. For internal control over major programs:</p> <ul style="list-style-type: none"> - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) <p>9. Were there audit findings in the previous</p>
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System redisplay the Compliance Audit Page
<OPEID> is displayed in the dropdown box
<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of th</p>
<p>Text labels displayed in Section 1 are:</p> <ul style="list-style-type: none"> - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control ov

Section (3), Contact Information/ Additional Notes, contains:

- A Message displaying : "Please let us know who to contact with questions regarding this submission."
- Financial Statement Contact
 - Name
 - Email
- Compliance Audit Contact
 - Name
 - Email

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System displays the Checklist page
OPEID ??????? Now appears in the dropdown box
<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The content</p> <p>Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Co</p>
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
System re-displays the Upload Attachments page
<OPEID> is displayed in the dropdown box
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the
By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the b
The boxes next to "unconsolidated locator" and "unconsolidated member" are checked
System displays the "Institution Home" page with the following text message displayed below the heading: Your Portion of the Annual Submission has been received by the Department of Education. OPEID has not yet submitted Compliance Audit Also displayed in
System displays the Logout Page with a Login Page
System displays the eZ-Audit Home Page
Username is displayed in the username field. Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home - Help - Logout The page also contains left navigation links with the headings: Create Annual Submission Other Submission Administration

System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of the pa

A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo

8. For internal control over major programs:

- a) were material weaknesses identified? (Yes/No)
- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)

9. Were there audit findings in the previous

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<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading</p>
<p>Text labels displayed in Section 1 are:</p> <ul style="list-style-type: none"> - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Independent Auditors Report - <u>Independent Auditors Report on Compliance and on Internal Control ov</u>
<p>Section (3), Contact Information/ Additional Notes, contains:</p> <ul style="list-style-type: none"> - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact <ul style="list-style-type: none"> - Name - Email - Compliance Audit Contact <ul style="list-style-type: none"> - Name - Email
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<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has</p> <p>Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Co</p> <p>System displays window that allows user to browse their computer and select a file to upload.</p>

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all
"Compliance Audit" is checked
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit.
<u>The contents area of the page has the heading "</u>
By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the b
The box next to "Select All" is checked
System displays an error message that a member school may not submit for all Institutions of a School Group
The box next to <OPEID> is checked
System displays the "Institution Home" page with the following text message displayed below the heading: Your Portion of the Annual Submission has been received by the Department of Education. <u>You will be contacted if additional information is needed afte</u>
System displays the Logout Page with a Login Page
System displays the eZ-Audit Home Page
Username is displayed in the username field. Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information:

- Records indicate your Current Auditor is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:

4. Are your financial statements prepared in accordance with Generally Accepted Account

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System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)

FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268

2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)

3. In

8. For internal control over major programs:

- a) were material weaknesses identified? (Yes/No)

- b) were reportable conditions identified that are not considered to be material weaknesses?
(Yes/None Reported)

9. Were there audit findings in the previous

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The system redisplay the Compliance Audit Page
<OPEID> is displayed in the dropdown box

System displays the "Checklist" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of th

Select Compliance Audit <OPEID> (Dropdown box containing all OPEIDs of the School Group)

- Schedule of Expenditures of Federal Awards
- Corrective Action Plan
- '- Schedule of Findings & Questioned Costs
- Summary schedule of prior year audit findings
- In

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The system redisplay the Checklist Page
<OPEID> is displayed in the dropdown box
<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p><u>The content</u></p> <p>Below the text there is a Select OPEID dropdown box.</p> <p>Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if app</p> <p>System displays window that allows user to browse their computer and select a file to upload.</p>
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
The system displays the Upload Attachment page
<OPEID> is displayed in the dropdown box
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the</p>

Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.

Once submitted, you will only have read access to the data.

REMINDER: OMB still requires submission of A-133 reports (pub

The checkbox next to "Select All" is checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has p

System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

Username is displayed in the username field.

Password is displayed in the password field with *s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information:

- Records indicate your Current Auditor is: <Pricewaterhouse 11111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:

4. Are your financial statements prepared in accordance with Generally Accepted Account

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<p>System displays the "Compliance Audit Information" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The c</p>
<p>2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)</p> <p>FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268</p> <p>2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)</p> <p>3. In</p>
<p>8. For internal control over major programs:</p> <ul style="list-style-type: none"> - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) <p>9. Were there audit findings in the previous</p>
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The system redisplay the Compliance Audit Page
<OPEID> is displayed in the dropdown box
<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of th</p>

Select Compliance Audit <OPEID> (Dropdown box containing all OPEIDs of the School Group) - Schedule of Expenditures of Federal Awards - Corrective Action Plan '- Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - In
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The system redisplay the Checklist Page

<OPEID> is displayed in the dropdown box
System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The content
Below the text there is a Select OPEID dropdown box. Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if app
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet
The system displays the Upload Attachment page
<OPEID> is displayed in the dropdown box
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the</p>
<p>Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.</p> <p>Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submission of A-133 reports (pub</p>
<p>The checkboxes next to "unconsolidated locator" and "unconsolidated member" is checked</p>
<p>System displays the "Institution Home" page with the following text message displayed below the heading:</p> <p>Your portion of the Annual Submission has been received by the Department of Education.</p> <p>You will be contacted if additional information is needed afte</p>
<p>System displays the Logout Page with a Login Page</p>
<p>System displays the eZ-Audit Home Page</p>
<p>Username is displayed in the username field.</p> <p>Password is displayed in the password field with *s</p>
<p>System presents the "Institution Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>The page also contains left navigation links with the headings:</p> <p>Create Annual Submission</p> <p>Other Submission</p> <p>Administration</p>

System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of the pag

2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)

FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268

2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)

3. In

8. For internal control over major programs:

- a) were material weaknesses identified? (Yes/No)
- b) were reportable conditions identified that are not considered to be material weaknesses?
(Yes/None Reported)

9. Were there audit findings in the previous

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| System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout |
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Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of the page has the heading

Select Compliance Audit <OPEID> (Dropdown box containing all OPEIDs of the School Group)
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- Schedule of Expenditures of Federal Awards
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Summary schedule of prior year audit findings
- In

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Field accepts input
<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p><u>The contents area of the page has</u></p> <p>Below the text there is a Select OPEID dropdown box.</p> <p>Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and <u>Corrective Action plan, if app</u></p> <p>System displays window that allows user to browse their computer and select a file to upload.</p>
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.
Field accepts input
System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all

Field accepts input
<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the page has the heading "</p>
<p>Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.</p> <p>Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submission of A-133 reports (pub</p>
The checkboxes next to "unconsolidated member2" is checked
<p>System displays the "Institution Home" page with the following text message displayed below the heading:</p> <p>Your portion of the Annual Submission has been received by the Department of Education.</p> <p>Also displayed in the "Notifications" section is the following</p>
System displays the Logout Page with a Login Page
System displays the eZ-Audit Home Page

Test Condition
SG30, SG37

SG08, SG35, SG41

SG04, SG05

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

SG10, SG36, SG39, SG40

[illegible]

[illegible]

[illegible]

[illegible]

SG37
SG09, SG28, SG35, SG41
SG06, SG07
SG12
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Pass/Fail	Comments	SIR #

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